

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

Jesse Brunette, Chair  
Tim Carpenter, Vice Chair  
Bill Clancy, John Vander Leest, Vicky Van Vonderen

### EDUCATION & RECREATION COMMITTEE

Thursday, April 14, 2011

5:00 pm

Neville Public Museum

210 Museum Place

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of March 3, 2011, March 16, 2011 and March 31, 2011.
1. Review minutes of:
  - a) Library Board (February 17, 2011).

### Communications

2. Communication from Supervisor Nicholson re: To allow the use of ATVs on the Brown County Trail.  
*Referred from March County Board.*
3. Communication from Supervisor Nicholson re: To allow the use of ATVs on the Snowmobile Trail.  
*Referred from March County Board.*

### Golf Course

4. Budget Status Financial Report for December, 2010 and February, 2011.
5. Golf Course Financial Statistics as of April 1, 2011.
6. Superintendent's Report.

### Parks

7. Discussion of communication from Northeast Youth Livestock Show.
8. Request for a waiver of fees from the Green Bay Duck Hunters Association for use of the Pamperin Park Dance Hall on April 2, 2011.
9. Budget Status Financial Reports for February, 2011.
10. Director's Report for February, 2011.

### Resch Centre/Arena/Shopko Hall

11. Complex Attendance for the Brown County Veterans Memorial Complex – February and March 2011.
12. Response from Corporation Counsel re: VCB/PMI Arena Complex Lease with possible committee action and/or recommendation.
- #12a Resolution to Approve Third Amendment to Lease Agreement and Third Amendment to Assignment and Assumption Agreement.

13. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).

#### **NEW Zoo**

14. Zoo Monthly Activity Report.
  - a. Operations Report.
    - i. Admissions, Revenue, Attendance.
    - ii. Gift Shop, Mayan, Zoo Pass, Misc Revenue.
  - b. Education/Volunteer Programs Report.
  - c. Curator's Report.
  - d. Maintenance Supervisor Report.
15. Budget Adjustment Request (#11-28): Restricted donations from Thrivent to be used towards the purchase of an event tent.
16. Budget Adjustment Request (#11-29): Parks to reimburse the Zoo for faulty installation of lion enrichment item.
17. Budget Adjustment Request (#11-30): Restricted donations from PCMC (\$500) to be used as sponsorship towards special event expense.
18. Zoo Director Report.

#### **Library**

19. Budget Status Financial Report for February, 2011.
20. Grant Application Review (#11-07): EPA Environmental Education Grant.
21. Budget Adjustment Request (#11-43): Increase in expenses with offsetting increase in revenue.
22. Library 2010 Budget Carryover Detail.
23. Director's Report.

#### **Museum**

24. Budget Status Financial Report for January and February, 2011.
25. Neville Public Museum Attendance and Admissions for February and March, 2011.
26. Neville Public Museum Attendance 5-Year Span (2006-2010).
27. Museum Report

#### **Other**

28. Audit of bills.
29. Such other matters as authorized by law.

Jesse Brunette, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, March 3, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

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**Present:** Jesse Brunette, Bill Clancy, Vicky VanVonderen, John Vander Leest  
**Excused:** Tim Carpenter  
**Also Present:** Supervisor Scray, Rebecca Looney, Neil Anderson, Scott Anthes, Lynn Stainbrook, Lori Denault, Terry Watermolen, Bill Dowell, Doug Hartman, Marvin Hansen, Tom Hinz - County Executive

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**1. Call to Order:**

The meeting was called to order by Chairman Jesse Brunette at 5:00 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Clancy and seconded by Supervisor VanVonderen to approve.**  
**MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of February 3, 2011:**

**Motion made by Supervisor and seconded by Supervisor to. MOTION APPROVED UNANIMOUSLY**

**1. Review minutes of:**

- a) Library Board (January 20, 2011)

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to receive and place on file Item #1a. MOTION APPROVED UNANIMOUSLY**

- b) Neville Public Museum Governing Board (January 10, 2011)

**Motion made by Supervisor Clancy and seconded by Supervisor Van Vonderen to receive and place on file Item #1b. MOTION APPROVED UNANIMOUSLY**

**Communications**

- 2. Communication from Supervisor Scray re: Review lease the County has with PMI. *Referred from February County Board.***

*Although shown in proper format here, Item #2 was taken after item #13 when Supervisor Scray arrived.*

Scray stated that she had received a call raising questions on how KI operates verses the Packers verses Shopko Hall and PMI. There were some concerns the caller had with PMI and questions were asked about when contracts were coming due and if there could be some negotiations or discussions. Scray stated she heard the contracts were due and felt it wouldn't hurt to look at them. She added that PMI is a great company and they do a good job for Brown County but she wants to make sure they are being as helpful as they can to bring in events into the area and to Shopko Hall.

She stated she wasn't trying to step on any toes but her goal would be to be very customer friendly. Scray stated that the caller had stated they weren't happy with a personal experience he had with Shopko Hall. She explained she made a few calls and verified what had gone on was true. Scray stated that not that they weren't mean or rude but the way they did their business was harder for others to do theirs.

Vander Leest suggested having Scray meet with Wachter. Scray stated that having an open dialog was all she was looking for.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**3. Communication from Supervisor Brunette re: To allow leashed dogs on some trails and park areas at Neshota Park on a trial basis for summer 2011. *Referred from February County Board.***

Brunette stated a member of the public had contacted him with regard to allowing dogs on the trails and possibly in the park at Neshota. Assistant Park Director Doug Hartman stated that he had also received a call from that constituent regarding this request. He stated it was not in the ordinance to allow that so any changes would have to go through committee. Hartman stated that they had in the past tried to open up dog opportunities in that part of the county at Fonferek Park. Although it didn't go anywhere he felt it was still a viable option. Because Neshota is a quiet and less used park, Hartman would recommend that dogs be on a leash, their dog waste be picked up and that there be a trial basis. The number of people that ask about having dogs in the park would be upset by the number of people saying they don't enjoy having dogs in the park. Hartman added that winter is a very sensitive time for the skiers and they don't want any foot traffic on the trails during the winter. The rules state you can not walk or snowshoe on the ski trails, with that, he felt dogs should not be allowed during the winter time. He stated that this was a big concern as he was just out there skiing there were piles of dog waste on the ski trail when he went around. He informed there are horses and horse trails out there as well.

*Supervisor Vander Leest arrived at 5:02p.m.*

Supervisor Van Vonderen questioned if he would recommend having the dogs on the same trail the horses are on. Hartman noted that the horse trails are not all separated from the hiking trails. It would be difficult to monitor and keep separate. He felt everyone could co-exist if everyone behaved and minded their manors. Vander Leest stated he would be very leery in doing this due to liability reasons. He felt this was a good idea but felt they should find a better area or park. His experience with dogs and horses are that they don't mix well. Clancy stated his original thought was to try it but now felt it may be better to leave it alone. His concern would be complaints that they weren't given a fair shake. A few could spoil it for the rest.

Hartman stated it was always interesting to try and determine how you hear both sides of the story when there are requests like this. Certainly this person wants it but there are other people that may not want this and how do you understand who wants what and how many want it. He stated the Fox River trail south of Greenleaf allows horses and dogs and they have never had a problem with that so there is that co-existence but it is also a low use area. There are other opportunities in the county where leashed and unleashed dogs are allowed but these may not be close for this individual. Hartman felt that a dog leash is an area that needs to be addressed and they'd like to enhance that part of the parks.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to to deny. MOTION APPROVED UNANIMOUSLY**

**Carryovers**



4. **Education, Culture & Recreation Division 2010 to 2011 Carryover Funds.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve.**  
**MOTION APPROVED UNANIMOUSLY**

**Resch Centre/Arena/Shopko Hall**

5. **Complex Attendance for the Brown County Veterans Memorial Complex.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

6. **VCB/PMI request for one year extension on Arena Complex Lease.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to suspend the rules to have interested parties speak. MOTION APPROVED UNANIMOUSLY.**

**Ken Wachter, 510 St. Mary Blvd, Green Bay, WI**

Wachter stated that the collective contract between PMI, the Visitor Convention Bureau and the County is due to expire June 1, 2011. They had an opportunity contractually to extend a series of five one year contracts under the same terms they current have. Currently PMI makes a payment and then the VCB makes a payment to the County and it pays for all the maintenance and operation of the complex. Contractually they have had their legal departments talk with Corporation Counsel John Luetscher and they do have the right to extend on County terms. Both the PMI Board and the Visitor Convention Board is alright with the extension.

Executive Hinz confirmed that they had spoken with Corporation Counsel. He was unsure if this would address Supervisor Scray's communication but noted that Luetscher looked at it thoroughly and from a legal standpoint he was fine with it and Hinz had no problem with it as well.

**Brad Toll, 1246 Prairie Falcon Trail, Green Bay, WI**

Toll explained that he had spoken with Luetscher yesterday and Luetscher had stated that he had not seen a problem with the lease. Toll added that they were present to let the committee know that they were aware it was expiring and they were being proactive in trying to move this forward.

Brunette stated this should be referred to get an official recommendation as this was the standard procedure. Van Vonderen interjected that she would also like to receive a copy of the lease for review.

**Motion made by Supervisor Clancy and seconded by Supervisor Van Vonderen to return to regular order of business. MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to refer to Corporation Counsel to bring back next meeting with a draft of the VCB/PMI Arena Complex Lease. MOTION APPROVED UNANIMOUSLY**

7. **Update re: Repair and Maintenance Timeline at the Resch Center (standing item).**

Facility Director Bill Dowell provided a handout re: Resch Center Floor Repair Project (attached) and stated that PMI would like to have the floor repaired starting 6/13/2011 and ending 8/8/2011. They do need to bid the job and will need a spec. They created an RFQ to develop the spec which will be posted tomorrow and he hoped to get those in a couple of weeks. Further discussions ensued with regards to committee approval for the contract. Brunette asked Dowell to keep him informed so he

can put together a special meeting.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Library**

**8. Director's Report.**

Handouts were provided (attached), Library Director Lynn Stainbrook highlighted several items informing the committee that always they want to keep the County Board informed and aware of what is happening with the library organization. The photos provided are of the donated shelving from the Gail Borden Public Library, Elgin, IL. They are really pleased with how it is coming along.

Stainbrook added that the Weyers-Hillard Branch will be able to put up some PV panels. It was not originally part of the 25x25 plan to have any renewable energy but the wind turbine site fell by the wayside and Facilities had contacted them and informed them that the site was eligible for grants.

Brunette informed that the Green Bay Press Gazette had reported "New plan calls for up to \$14 million in repairs for the Brown Co. Library", and stated Stainbrook requested that the committee hold a possible special meeting to discuss this. Watermolen stated that the object of the special meeting was to put together what the options and the costs are, etc. The key is to get that information first to the Ed & Rec Committee and then to the County Board to discuss what direction they would like the building to go.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Vander Leest to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*At this time the committee took Item #2.*

**Museum**

**9. Neville Public Museum Attendance and Admissions – January, 2011.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**10. Neville Public Museum Attendance 5-Year Span.**

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to dismiss Item #10. MOTION APPROVED UNANIMOUSLY**

**11. Museum Director search update.**

Executive Hinz explained that over the last month there were eight individuals that were interviewed for the Director position for the Museum. He informed that a broad spectrum of people were included in the interviewing process and the group recommended bringing Rolf Johnson in for a second interview. Hinz informed that his recommendation for the position will be brought forward to the County Board on March 16, 2011. He felt the Board will be pleased with him. Johnson has ties to Wisconsin and grew up in the Manitowoc area and 12-13 years ago he was connected to the Milwaukee museum. He currently lives in Norfolk, Virginia and is the Deputy Director, C.O.O. for the Nauticus: The National Maritime Center. Johnson has been in town, has met with the staff at the museum. He will be the face of the Museum and has the personality, lots of energy. A good fit for this community.

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Interim Director Rebecca Looney stated they couldn't have created someone who is better suited for what they are looking for. He had the credentials of a real museum person and had gone on to do a lot of great things and had an understanding of marketing and branding which is something they desperately need. He is a vibrant ball of energy and it will be amazing to have him on staff.

**Motion made by Supervisor Clancy and seconded by Supervisor Van Vonderen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

12. **Discussion re: scheduling of public input sessions and 5 year strategic planning.**

Brunette stated he would like two public input sessions held once a director was brought on. He felt this would be a good way to introduce the new director. He would like the first session to be right before the Museum Governing Board and questioned if there were any recommendations from the committee.

Looney stated she would not want to do strategic planning too soon from his starting. The new director's start date is April 11, 2011. She would like to give him a month or so but wouldn't want to wait too long. Vander Leest would like to invite all the stakeholders and groups that are a part of the museum to these sessions. The committee felt June may be the best time to host the first meeting.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Vander Leest to receive and place on file. MOTION APPROVED UNANIMOUSLY**

13. **Museum Report.**

Museum pamphlets were provided (attached). Looney informed that they had a staff retirement with the Exhibit Technician. The Exhibit Technician built everything as well as kept everything operating. Currently the curators and Ms Looney are filling in. They revised the job description and have been working with HR to fill that position.

**Motion made by Supervisor Clancy and seconded by Supervisor Van Vonderen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**NEW Zoo**

14. **Zoo Monthly Activity Report.**

a. **Operations Report.**

- i. **Admissions, Revenue, Attendance.**
- ii. **Gift Shop, Mayan, Zoo Pass Revenue.**

Several handouts were provided (attached) and reviewed with NEW Zoo Director Neil Anderson re: New Zoo Admissions Revenue Attendance 2011 Report, Operations Report for February/March Activity, Brief History- Enterprise Committee as well as photos/advertisements of the new addition of an airbrushed tattoo station, the Jane Goodall Conservation kiosk and the addition of the Wild African Winds Hurricane Machine which should be arriving soon.

Anderson added that they just started booking outings for the season and its looking good especially with their catering potential.

Attendance is down a little this year due to the weather. Looking at last year, there wasn't any snow and was about 60 degrees and they had over 1,000 people visit. Although the attendance

had been down the gift shop numbers are up this year from last year.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file 14a. MOTION APPROVED UNANIMOUSLY**

b. Education/Volunteer Programs Report – 2010 Summary & January, 2011 Report.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file 14b. MOTION APPROVED UNANIMOUSLY**

c. Curator's Report.

In addition to the Animal Collection Report located in the packet Anderson reported that they have staff in route to South Bend, Indiana to pick up a male river otter from the Erie Pennsylvania Zoo. South Bend has an animal hospital and quarters for visitors and is allowing the NEW Zoo staff to spend the night there and to meet up with the staff from the Erie zoo.

Their young female moose is doing well and adjusted to the whole quarantine and will be going on exhibit soon.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to receive and place on file 14c. MOTION APPROVED UNANIMOUSLY**

d. Maintenance Supervisor Report.

**Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to receive and place on file 14d. MOTION APPROVED UNANIMOUSLY**

15. Director's Report.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Golf Course**

16. Discussion of weekend only passes or slow time passes.

Golf Superintendent Scott Anthes stated that he had a chance to meet with Sup. Vander Leest and Jimmy O again to discuss this topic. They looked at options to fill their slow times and came up with the numbers provided on the handout (attached). He stated they didn't feel that these rates would affect the other pass rates or have anyone converting from their normal times because of the difference in costs. Vander Leest stated that the goal was for more play and more people being at the golf course and felt this was going in the right direction. Anthes stated they had plans to track it for a one to two year period.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to approve. MOTION APPROVED UNANIMOUSLY**

17. Superintendent's Report.

Anthes stated that he had a meeting scheduled with the First Tee and Wadsworth Foundation to discuss a timeline on where they are going with this. He felt it was more for the Wadsworth standpoint due to the funding that they are providing. They are presently looking to get a feel for if

this happens when this with happen so they can figure out where the money needs to go.

With regards to last months discussion regarding the formation of a Steering Committee to meet quarterly to review projects and a vision for the Golf course, according to Corporation Counsel Anthes can not form a committee. Chairman Brunette and/or Executive Hinz would have to form a committee and then the members would have to be nominated and it would have to be open records, etc. In order for Anthes to do start anything it would have to form as a group.

Anthes informed that a meeting had been scheduled for March 10, 2011 and he will report back to the committee next month. The group will be made up of Sup. Carpenter, Carolyn Maricque of the County Finance Department, the Men's Club Vice-President, The Ladies' Club President, a Men's Club member and himself.

The Pro Shop will open Monday, hours 10a.m.-4p.m.

Anthes informed they ordered a new top dresser for the golf course. He stated it was pretty special and needed since the putting surfaces are older.

On a great note, flower seeds have been ordered and the greenhouse will be set up to grow 8-10 hanging baskets for the patio and 4-6 containers on the patio. He is looking at different ways of using different ornamentals for the golf course that aren't as labor intensive.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

#### **Parks**

**18. Review with possible recommendation re: the resolution re: Waiver of Fees for the Usage of Facilities and Property Owned or Maintained by Brown County.**

Brunette stated that at the last meeting they had denied this request but had brought this back to discuss the language of the current resolution and the definition between public and private use. Hartman gave a brief history of the resolution and stated in the parks department they charge a commercial fee or a not for profit fee. He informed that there had been some confusion when asking Corporation Counsel's opinion. The Parks Department had been working under the knowledge that it's either an event that raises funds or does not raise funds at the facility. He stated it is clear and had worked. It didn't matter who was doing it whether it was for a not for profit group, he felt that was where some of the terminology got confused. The event is not for profit doesn't matter who is doing the event. Corp Counsel saw commercial as business and felt that maybe it should be addressed by the County Board as to exactly what those terms mean. Hartman explained they people have business meetings but are charging the private rate/not for profit rate because they aren't there to make money but for a meeting.

Van Vonderen questioned could they add "benefit" as a third category, define what a benefit is and attach a rate if that's the direction they want to go. The question is whether they want to open it up for benefits because once they do this one there will be other requests and how do they define that direction.

Vander Leest agreed with Van Vonderen and stated they had dealt with benefits before and now they have to get it worked out where they have to do some sort of public service. The problem is the county has their fixed costs. Do you want to start giving out free uses to the facilities? In the past the answer was yes but you have to provide services for the use. He felt

this was still the right direction. Hartman felt it was a good idea by the County Board to create a resolution. He likes the way the resolution is and it works across the board. They gain valuable services usually above and beyond the value and from people who want to help the parks.

It was the consensus of the committee not to amend the resolution at this time.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY**

19. **Request for waiver of fees from Nikki Gerth for use of Ski Lodge at Reforestation Camp on June 11, 2011 for a benefit. *Motion at February Ed & Rec: To deny communication and forward to the County Board for further discussion and to review the past resolution; Referred back to committee from February County Board.***

The decision was to decline but give an opportunity for in-kind service. They have to be consistent.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to approve the \$440 to be waived in lieu of service project to be completed by Pulaski Middle School or other related group. MOTION APPROVED UNANIMOUSLY**

20. **Review of seasonal wages for Park Department employees.**

Hartman referred to a letter (attached) written by Brown County Parks Department employee John VanBoxel and stated that he had plans to meet with Human Resource Analyst Lisa Younk tomorrow morning. Hartman thanked VanBoxel, someone very passionate about working for the parks and had been an outstanding, hardworking employee. Hartman stated that they do appreciate their seasonal employees. He explained that most of them have been with Brown County for over three to 15 years and they were very lucky in that regard. He furthered that as a department they do not have control over the wages and have made it clear a number of times to HR that they as a department are willing to try and do something for their seasonal workers through wages, benefits, paid days off but it had to go through HR. What HR stated was that every two years a wage comparison for comparable positions is done. They do an analysis and make the decisions whether to raise the pricing or not. Currently the structure is a start up wage with a fifty cent bump for coming back a second year and then and other fifty cent increase with the third year of employment. It was explained to Hartman by HR that this doesn't just affect the parks but other departments that have seasonal employees: golf course, highway, zoo etc.

Vander Leest made two points, his first point was that seasonal employees are limited term employees and do not receive vacation or benefits. Hartman explained that he had been told it was against county ordinance. Vander Leest added you don't see it at the state or many levels of government. His second point was that they should have a way to recognize longevity. He informed that the City of Green Bay reviews their seasonal workers every year to see where things should be and if someone has been there a number of years they can recognize that and give them longevity pay. Vander Leest informed that he wouldn't have a problem with doing future changes for longevity incentives as long as it's not back-pay. He thought there may be a County Code that deals with seasonal or limited term employees that might have to be full reviewed.

John VanBoxel thanked the committee for taking the time for listening to this matter. He stated this will be his eighth year with the county and four or five years ago the former parks director

gave one day of paid vacation a year to the seasonal employees but about a year ago HR had taken it away. They explained that the vacation was never put on the records. He was happy with the vacation but felt it was a slap in the face when it was taken away. He enjoys his job and takes a lot of pride in it. It may not be a good time to bring it up because of the economy but he wanted to get it out and help out his former seasonal employees. The cost of living is the same whether you are full time or seasonal.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to refer to Human Resources for review and bring back for further discussion on longevity pay. MOTION APPROVED UNANIMOUSLY**

21. **Director's Report.**

Dowell updated the committee on several projects and stated what they had hoped was to bring forward a bid tabulation and a budget adjustment. They received grants; they were approved but need to get into the budget with a budget adjustment. They received bids a few weeks ago but they came up quite a bit higher than estimated and they had to regroup and adjust projects to get back within budget. They have gone back out for bids and will receive them on March 11, 2011. They do have an issue and need to place all their orders by the 16<sup>th</sup> of April to receive a block grant. They have another scheduling issue so they would like the committee to consider a special meeting prior to the March 16th board meeting and would also like to add a budget adjustment.

Hartman informed that Land Conservation, Parks, UW-Extension, Planning and Solid Waste put together a Bird County application to have Brown County recognized as a Bird County. There was a \$50 charge for the application. This will give Brown County bragging rights and will be used to promote education and will also document what the county already does within the county.

Matt Kriese was unable to attend the meeting so Hartman passed on that they had a successful winter program: school and after school, public programming, snow shoe and ski season, etc. They just started the maple syrup transformation and tapped 87 trees.

Marv Hanson had been working hard at Neshota and had some good ski season. He had also been involved with the shop organization training, part of the LEAN initiative, to make shops safe and efficient throughout all the parks.

John Rickaby informed that the parks had a healthy competition to see who can provide the best service to their customers. Ski trails seem to be the theme and felt they will probably get a few more weeks in this year. There were two ski races in February, a high school race which was very successful and a race through the Ashwaubenon Ski Team and Nordic Ski race. Their snow conditions were terrible and the Ashwaubenon team came out and shoveled 100s of yards of snow. They normally have the Capitol Race, with elite/Olympic skiers from Europe and America, down in Madison and it was cancelled so a lot of those skiers skied the Brown County trails during the second race. Rickaby stated he had a call a couple weeks ago from a gentleman in Milwaukee stating he had a coach of 50 people that wanted to ski on the trails because they have heard good news about the trails. There were a few promos done on Fox 11 with regards to the snow trails.

Rick Ledvina gave a brief update on the golf course grounds and the Highway 29 project activity.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

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**Other:**

**22. Audit of Bills:**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to pay the bills.  
MOTION APPROVED UNANIMOUSLY**

**23. Such Other Matters as Authorized by Law:**

Supervisor Vander Leest suggested hosting the May meeting at the Museum. Van Vonderen suggested hosting a meeting at the Zoo soon after.

**Motion made by Supervisor Vander Leest and seconded by Supervisor VanVonderen to adjourn at 7:06 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary



**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Education & Recreation Committee** was held on Wednesday, March 16, 2011 in Room 210 of City Hall – 100 North Jefferson Street, Green Bay, WI

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**Present:** Jesse Brunette, Bill Clancy, Tim Carpenter  
**Excused:** Vicky Van Vonderen, John Vander Leest  
**Also Present:** Bill Dowell, Doug Hartman, Norb Dantine

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**I. Call to Order:**

The meeting was called to order by Chairman Jesse Brunette at 6:45 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to approve. Vote taken. MOTION APPROVED UNANIMOUSLY**

**1. Approval of Budget Adjustment Request (#11-26) for Block Grant funds and FOE funds for Photovoltaic Projects at Barkhausen and at the Fairgrounds.**

Bill Dowell wished to thank the committee for holding a special meeting. He explained that the first two agenda items are regarding Block Grant funds in the amount of \$330,000.00 that will go toward the projects at Barkhausen and the Fairgrounds.

The second adjustment is for Block Grant funds in the amount of \$77,000.00 to be used for energy efficiency projects at the Weyers-Hilliard Library. This is part of the overall energy plan that has been in the works for two years.

The purpose of the first two agenda items is to get the Block Grant money for these projects into the appropriate accounts so they can award the contracts.

**Motion made by Supervisor Clancy and seconded by Supervisor Carpenter to approve. Vote taken. MOTION APPROVED UNANIMOUSLY**

**2. Approval of Budget Adjustment Request (#11-27) for Block Grant funds and FOE funds for the Photovoltaic Project at the Weyers-Hilliard Library.**

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to approve. Vote taken. MOTION APPROVED UNANIMOUSLY**

**3. Approval of the low bid and award of the construction contract for the Photovoltaic Project at Barkhausen.**

Dowell passed out a bid tabulation record showing that five projects were bid (attached). He is requesting approval for three of those projects. He is looking for bid approval for Base Bid B (Barkhausen); Base Bid F (Fairgrounds) and Base Bid WHL (Weyers-Hilliard Library). The intent was to see if savings would be generated if the bids were grouped together so they asked for the

individual bids and then combined bids and Zeise came in as the low bid on the combined bids. It is Dowell's recommendation that they go forward with Zeise. The County has used Zeise in the past, most recently for work done at the arena and there have not been problems. Zeise is a local company within Brown County.

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to approve the bid of Zeise Construction in the amount of \$167,352.88 for the Photovoltaic Project at Barkhausen. Vote taken. MOTION APPROVED UNANIMOUSLY**

4. **Approval of the low bid and award of the construction contract for the Photovoltaic Project at the Fairground.**

**Motion made by Supervisor Clancy and seconded by Supervisor Carpenter to approve the bid of Zeise Construction in the amount to \$136,764.49 for the Photovoltaic Project at the Fairgrounds. Vote taken. MOTION APPROVED UNANIMOUSLY**

5. **Approval of the low bid and award of the construction contract for the Photovoltaic Project at the Weyers-Hilliard Library.**

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Carpenter to approve the bid of Zeise Construction in the amount of \$65,033.90 for the Photovoltaic Project at Weyers-Hilliard Library. Vote taken. MOTION APPROVED UNANIMOUSLY**

6. **Such other matters as authorized by law.**

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to adjourn at 6:53 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

**PROJECT NAME: PHOTOVOLTAIC INSTALLATIONS**

PROJECT NAME: PHOTOVOLTAIC INSTALLATIONS

**SEALED BID: PROJECT #1413A FOR FACILITY AND PARK MANAGEMENT DEPT.**

**BUYER: DCD**

**DUE DATE & TIME : MARCH 11, 2011 AT 11:00 AM TO BC CLERK**

**OPENING DATE & TIME: MARCH 11, 2011 AT 11:00 AM**

[illegible]

**PROCEEDINGS OF THE BROWN COUNTY**  
**EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Education & Recreation Committee** was held on Thursday, March 31, 2011 in the Lower Level of the Brown County Library, 515 Pine Street, Green Bay, Wisconsin.

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**Present:** Jesse Brunette, Bill Clancy, Vicky Van Vonderen, John Vander Leest, Tim Carpenter  
**Also Present:** Supervisor Theisen, Lynn Stainbrook, Dave Sachs (Boldt Construction), Lonn Frye (FGM Architects, Dr. Terry Watermolen, Eric Sievers (Boldt Construction), Sue Lagerman, Curt Beyeler, John Hickey, Mike Aubinger, Kathy Pletcher, Harry Meyer, other interested parties.

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**I. Call to Order:**

The meeting was called to order by Chairman Jesse Brunette at 6:04 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to approve.**  
**MOTION APPROVED UNANIMOUSLY**

**1. Presentation of cost estimates for repairing Central Library.**

A power point presentation was given by Dave Sachs of Boldt Construction with regard to the proposed repairs/renovations to the Central Library. A copy of the power point and accompanying handout is attached.

**2. Discussion and recommendation for repairing and renovating Central Library.**

Supervisor Theisen addressed the Committee. It is his opinion that the only option that makes sense with this project is to do it all at one time. He felt it would be most prudent to move everything out, have all the work done at one time, and then return to normal operations. If this was done in stages for the next 8 - 10 years he felt users would constantly be seeing something under construction and wonder why the project was taking so long. He also stated that he has seen figures on how much Brown County spends per capita on library services and compared to the rest of the State, Brown County is at the low end.

Supervisor Vander Leest commented that he was the Chair of the Ed and Rec Committee when this project was first brought forward and at that time the price tag was 10 - 12 million dollars. He felt the project being proposed at this time is beyond the scope of what was originally discussed and stated he cannot support a 23 million dollar project. It was his opinion that the project needs to be reined back in and the priorities be re-examined.

Sachs addressed the issue of the project price. He felt that when the original estimate of 10 - 12 million dollars was made, some of the core deficiencies in the infrastructure of the building were not known. These core deficiencies are what brought the cost of the project up and include such things as problems with the air venting system and roof. He also stated that Sommerville and Associates, Boldt Construction, FGM Architects, the Library Board, Facilities

Director and Library Director all agree that these core deficiencies need to be addressed as they have not been addressed since the building was built.

Library Board President Dr. Terry Watermolen stated that discussions began a number of years ago with regard to the need for renovations to the building. At the initial meeting there was no professional input from architects, engineers, etc. and a guess was made as to what the cost may be to accomplish the renovations. That guess was 10 – 12 million dollars. An engineering study was then done and it was determined that the building was very well built. They then engaged a firm who has done library renovations all over the country to find out what options exist to make the Central Library a state of the art facility that would meet the needs of users for the next 40 years. The cost to do the renovations all at once would be 23 million dollars. The next thing the Library Board did was determine what other options exist if it's not possible to do the project all at one time and all of those options have been covered in the power point. Dr. Watermolen also stressed that he felt the building needs to have a master plan as things are being done that do not fit into a master plan.

Theisen stated that he felt the 12 million dollar figure was simply a guess and should not have been relied upon as an accurate estimate. He also urged the Committee to look at the amortized schedule to do this project in phases.

Chair Brunette indicated the County Executive and Department of Administration worked on a capital improvement plan that allocated \$600,000 to the library for 2011 and \$600,000 for 2012. Library Director Lynn Stainbrook explained that the capital improvement plan originally started at 1.2 million dollars for the design in one year. The County Executive asked if this could be cut back, and it was felt that it would take more than a year to get the work done so they then split the amount over two years. The County Board took out the amount allocated for 2011 so there is currently no money in the plan for 2012 or thereafter.

John Hickey, Library Board Member, stated he does not recall the 10 – 12 million dollar number and further that he felt it would be foolish to simply patch the library since the building is structurally sound.

Supervisor Van Vonderen felt it would be best to do the project all at once. She asked if any research had been done with regard to bonding. Stainbrook responded that she had spoken with Director of Administration Ellen Sorensen in this regard and Sorensen indicated that there would not be a problem with the bond rating and there would be room to bond.

Van Vonderen asked Frye how much he felt might be able to be raised by public fundraising based on his past experiences. It was Frye's opinion that 10 percent at most could be raised through public fundraising.

Frey expressed that he didn't believe it was feasible to do the project in phases. He felt that doing this project over the course of 8 – 10 years would leave users disillusioned and they would stop coming due to the ongoing mess and inconvenience. He also opined that the 23 million dollar project was very practical and would be a great investment in the community and that all projects included in the plan are necessary.

Van Vonderen posed the following questions: a) would the principal and interest go against the levy and b) would the debt get used against the County in the levy. She felt that getting the answers to these questions would be very important and the Board would consider these things. She also stated that she felt that public support for this project would be essential. Van Vonderen also informed the Library Board that the County Board may also bring up the idea of closing some branch libraries to help offset this project. An inquiry was also made by Van Vonderen as to the possibility of housing the local history publications at the Museum. Stainbrook answered that she had spoken with the Museum and it was determined that there was not enough space there to house the voluminous amount of history items currently at the Library.

Stainbrook presented the following figures to the Committee: Brown County is the fourth largest county in Wisconsin by population, but Brown County's library support is 22<sup>nd</sup>. The per capita library support in Brown County is \$24.14. Capita support in Outagamie County is \$30.47, Winnebago County is \$38.70 and Manitowoc County is \$34.52. Further, Brown County Central Library is the third busiest library in the state. There are one million visitors to the Central Library each year and is the most used building in the County.

Vander Leest indicated that he felt that 10 percent was a low amount for fundraising based on Brown County history. He further stated that a capital campaign would need to be part of the entire plan. He also wished to point out that the County does not have a limitless supply of money and that everything that is bonded for needs to be repaid by the taxpayers. He also emphasized that public support will be essential and further that the Library Board should examine the project to see if there are ways that the 23 million dollars could be reduced.

Supervisor Clancy asked Sachs what the likelihood would be of bids coming in under the proposed 23 million dollar figure if this project was bid out. Sachs stated that he felt the 23 million dollar figure was quite accurate. He further stated that contingency on a job such as this is about 10 percent.

Frye commented that he had looked very seriously at the proposal to see what could be cut. He feels that everything that is proposed serves function and he also felt that the figures are accurate.

Clancy asked Harry Meyer, Friends of Brown County Library, for his opinion regarding a capital campaign. Meyer responded that he felt there would be opportunity for a capital campaign similar to what was done with the Kress Library and Weyers - Hilliard Library. It was his opinion that perhaps somewhere in the area of 5 million dollars could be raised through a capital campaign. He also felt that doing the whole project at one time rather than over a period of years was the most prudent way to proceed.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Van Vonderen to suspend the rules for public input. Vote taken. MOTION CARRIED UNANIMOUSLY**

**-Mike Aubinger, Village of Ashwaubenon President, 2155 Holmgren Bay, Green Bay, Wisconsin**

Aubinger felt that Brown County does not do maintain their buildings appropriately which results in costly repairs. He also pointed out that many of the library branches will also be in

need of repairs in the coming years. It is his opinion that the cost for this project is high due to the lack of maintaining and updating the building through the years and he feels that the County Board now has the responsibility to make the necessary repairs and renovations.

**Motion made by Supervisor Clancy, seconded by Supervisor Carpenter to return to regular business. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Brunette to refer back master plan to Library Board to reduce cost and come back with a capital plan and what county portion will be and what capital plan will be raised and estimate of principal and interest in bonding and what effect on the levy bonding will have. Vote taken. MOTION CARRIED UNANIMOUSLY**

Lynn Stainbrook thanked the Committee for their time and effort in this matter and appreciated the special meeting. She also thanked those who attended in support of the project.

3. **Such other matters as authorized by law.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to adjourn at 8:20 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

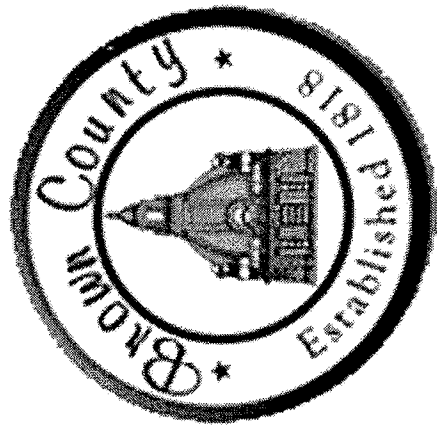
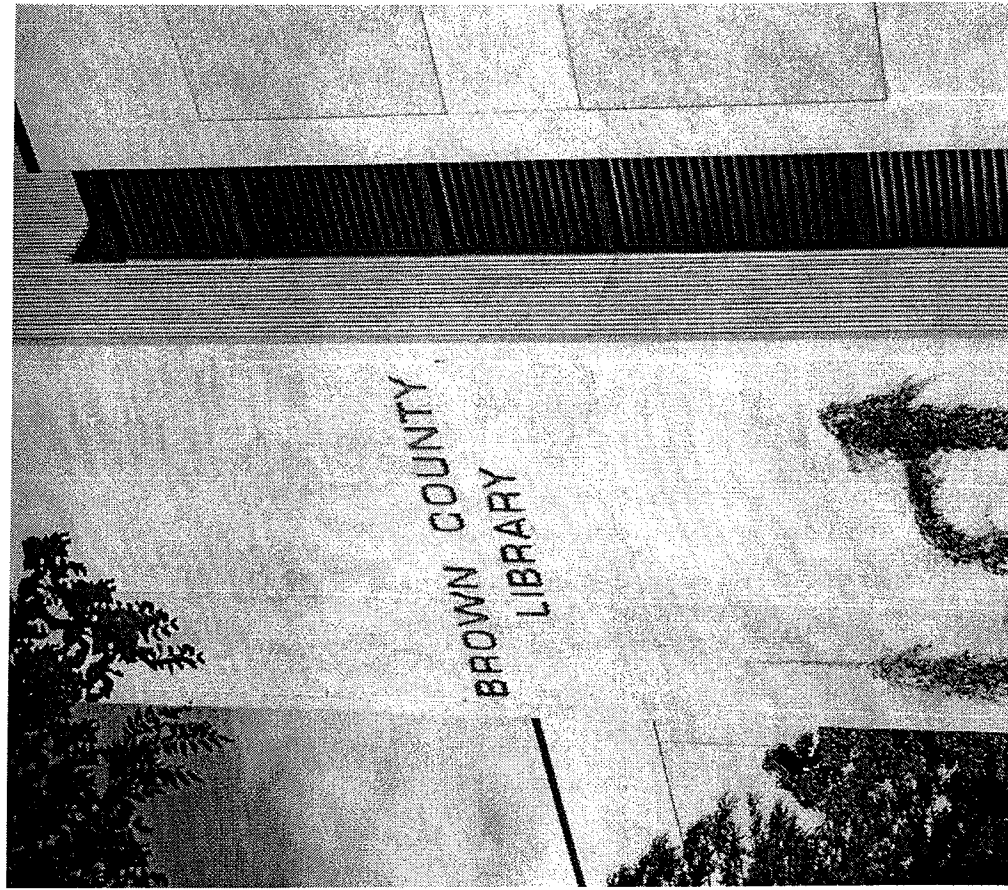
Therese Giannunzio  
Recording Secretary

111

# Brown County Central Library Repair Masterplan

FGM Arch

**BOLDT**



March 31, 2011



# Repair Masterplan

## Chronology: Where have we been?

- FGM Space Needs Analysis - 2008
- Boldt Facility Audit - 2009
- General Energy - Energy Study - 2009
- **FGM / Boldt / Somerville Pre-Design Study - 2010**
- **FGM / Boldt Repair Masterplan - 2011**

Our Focus Tonight

# Repair Masterplan

## **Pre-Design Study 2010**

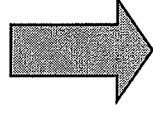
- Conceptual Design to address findings of Space Needs Analysis (2008)
- Conceptual Design to make use of wasted space
- Repair core deficiencies due to antiquated equipment
- Improve Energy Efficiency and Eliminate Waste
- Meet ADA & Air Change Requirements
- Determine Cost to Repair and Renovate

**Capital Project Cost: \$23M**

# Repair Masterplan

**“We Don’t Have \$23M!”**

**“Where Can We Start?”**



**Answer: Critical Repair Masterplan**

# Repair Masterplan

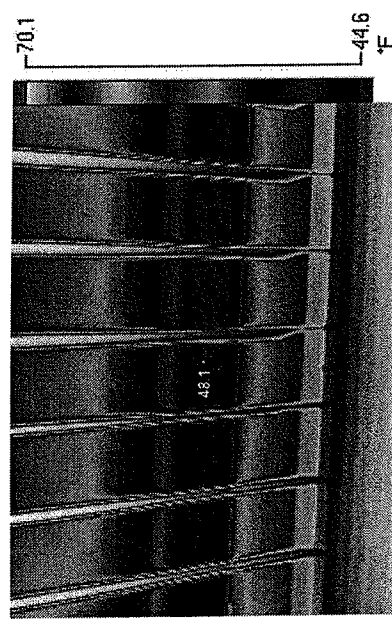
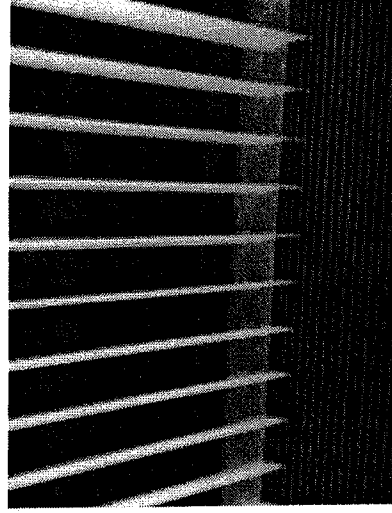
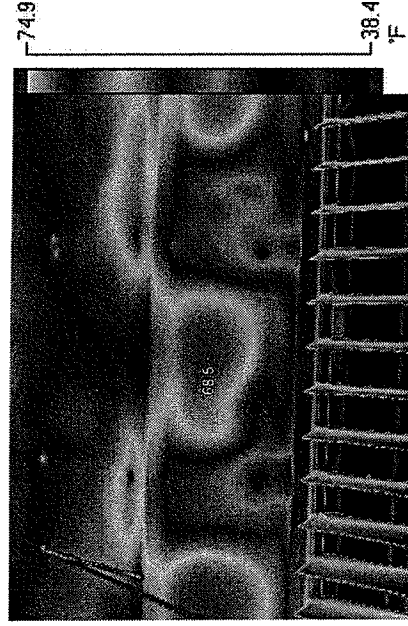
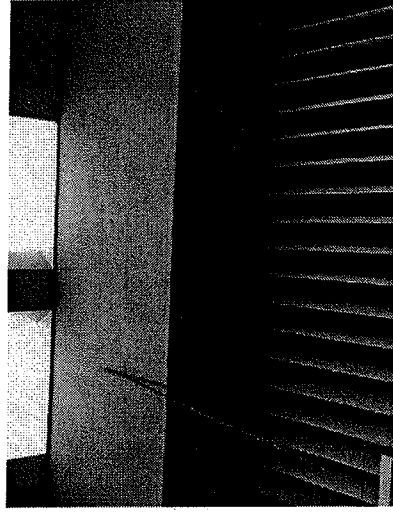
## Purpose of the Critical Repair Masterplan

- Define what absolutely needs to be done
- Align activities to be consistent with Space Needs Analysis and Pre-Design Requirements
- Minimize rework to meet overall renovation requirements



# Repair Masterplan

## Digital Thermography Images (2 of 65)



# Repair Masterplan

## Key areas that MUST BE addressed

1. Local History Consolidation
2. HVAC System Replacement
3. Building System Upgrades (roof, ADA, auditorium, book drop, etc.)
4. Parking Lot Modifications
5. Detailed Project Design (consistent road map to overall masterplan)

# Repair Masterplan - 2011

## Item 1 of 5 - Local History Consolidation

### Why?

- Significant environmental concerns (collection degrading)
- Need one environmentally controlled and secure location
- Fire protection system does not exist
- Multiple electrical system challenges (obsolete circuit breakers, etc.)

# Repair Masterplan - 2011

## Item 1 of 5 - Local History Consolidation (continued)

What needs to be done?

- Replace Elevators with ADA compliant equipment
- Provide staircase from Lower Level to Second Floor
- Provide DDC Control System
- Expand Lower Level to accommodate HVAC system
- Modify Lower Level toilets for ADA compliance
- Rescue Assistance equipment in existing stairwells
- Specialized fire protection system

Cost: \$3.75M



# Repair Masterplan - 2012

## Item 2 of 5 - HVAC System Replacement

### Why?

- Stagnant and unhealthy air / Ductwork and coils restrict airflow / Facility does not comply with airflow standards
- Obsolete systems are past their life expectancy
- New technology adds additional strain to system

# Repair Masterplan - 2012

## Item 2 of 5 - HVAC System Replacement (cont.)

What needs to be done?

- Replace HVAC system / Replace acoustic ceiling tile
- Replace cooling tower (locate on roof)
- Replace window systems / Add insulation to building exterior
- Modify remainder of building for ADA compliance
- Replace lighting / Provide fire protection system
- Relocate telephone/data system
- Replace roof drain system

Cost: \$5.75M

# Repair Masterplan - 2013

## Item 3 of 5 - Building System Upgrades

### Why?

- Significant heat loss through inadequate roof
- Auditorium does not meet current usage requirements (ADA / Technology)
- Bookmobile exhaust enters 1<sup>st</sup> and 2<sup>nd</sup> floors
- Books / DVD's damaged in book drop
- Circulation desk not ADA compliant

# Repair Masterplan - 2013

## Item 3 of 5 - Building System Upgrades (continued)

### What needs to be done?

- Replace roof
- Replace upholstery on auditorium seats
- Modify auditorium seating arrangement for ADA accessibility
- Replace lighting and lighting controls in auditorium
- Provide exhaust system in garage (seal garage penetrations)
- Modify existing book drop
- Provide handicap accessibility at circulation desk

Cost: \$2.25M

# Repair Masterplan - 2014

## Item 4 of 5 - Parking Lot Modifications

### Why?

- Parking lot too small for building activities / obstructions
- Parking lot flooding
- Traffic flow is not efficient
- Exterior lighting not adequate



# Repair Masterplan - 2014

## Item 4 of 5 - Parking Lot Modifications (continued)

What needs to be done?

- Reconfigure, regrade and expand parking lot
- Reconfigure green space
- Relocate utility transformer
- Replace exterior lighting

Cost: \$1.5M

# Repair Masterplan - 2011

## Item 5 of 5 - Detailed Project Design

### Why?

- Initiates process of facility improvements
- Definition of overall facility masterplan
- Definition of consistent building upgrade path
- Elimination of rework (ex. Roof)

# Repair Masterplan - 2011

## Item 5 of 5 - Detailed Project Design (continued)

What needs to be done?

- Architectural Design
- Civil / Structural Design
- Mechanical / Electrical / Plumbing Design
- Site / Landscape Design
- All inclusive design consistent with overall masterplan

Cost: \$1.5M



# Repair Masterplan - Summary

## Critical Repair Masterplan

Item 1 - Local History Consolidation (2011)	\$3.75M
Item 2 - HVAC System Replacement (2012)	\$5.75M
Item 3 - Building System Upgrades (2013)	\$2.25M
Item 4 - Parking Lot Modifications (2014)	\$1.50M
Item 5 - Detailed Project Design (2011)	<u>\$1.50M</u>
	\$14.75M

# Repair Masterplan

## Critical Repair Masterplan Comments

- Defines what absolutely needs to be done
- The items identified are consistent with the Space Needs Analysis and Pre-Design Study Requirements
- Rework is minimized to meet overall masterplan requirements
- This Critical Repair Masterplan is not as cost effective as completing the project as a single capital project (doing everything at once – i.e. \$23M)
- The Critical Repair Masterplan is not a “mini-version” of the overall capital project!

## Repair Masterplan

“Can the Critical Repair Masterplan be extended for a few more years to do everything included in the overall Capital project?”

Answer: Extended Critical Repair Masterplan

# Repair Masterplan

## Extended Repair Masterplan

Item 6 – Complete Lower Level & Auditorium (2015)	\$4.00M
Item 7 – Complete First & Second Floor Additions (2016)	\$4.22M
Item 8 – Add Children’s Add. & Complete First Floor (2017)	\$4.20M
Item 9 – Complete Second & Third Floor (2018)	<u>\$2.72M</u>
	\$15.14M



# Repair Masterplan

## Overall Repair Masterplan:

- Item 1 Local History Consolidation (2011)
- Item 2 HVAC System Replacement (2012)
- Item 3 Building System Upgrades (2013)
- Item 4 Parking Lot Modifications (2014)
- Item 5 Detailed Project Design (2011)

Subtotal

- Item 6 Complete Lower Level & Auditorium (2015)
- Item 7 Complete First & Second Floor Additions (2016)
- Item 8 Add Children's Addition & Complete First Floor (2017)
- Item 9 Complete Second & Third Floor (2018)

Subtotal

Total:

\$3.75M  
\$5.75M  
\$2.25M  
\$1.50M  
\$1.50M  
**\$14.75M**

Critical  
Repair  
Masterplan

\$4.00M  
\$4.22M  
\$4.20M  
\$2.72M  
**\$15.14M**

Extended  
Repair  
Masterplan

# Repair Masterplan

## Repair Masterplan Comments

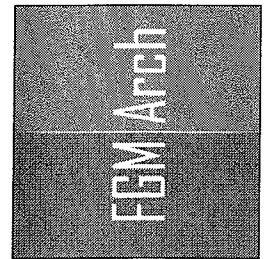
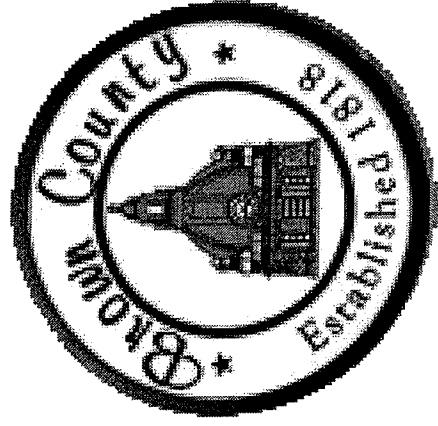
- Repairs Span 8 years while major construction occurs.
- Key sections of the library closed for 6-8 months.
- More expensive than a single capital project.

# Repair Masterplan

## Summary

- Capital Project 2011 / 2012 \$23.0M
- Overall Repair Masterplan 2011 – 2018 \$29.9M

# Brown County Central Library Repair Masterplan





# Brown County Central Library Repair Masterplan

PROJECT NAME	APPROXIMATE VALUE	PROJECT COMPLETION	PROJECT DETAIL
<b>Local History Consolidation</b>  Building: Move Local History to the Lower Level. To support this move the following must happen: <ul style="list-style-type: none"> <li>- Add staircase from second level to the Lower Level</li> <li>- Lower Level expansion beneath the existing terrace area to house support areas for Local History and Auditorium spaces</li> <li>- Replace elevators with new ADA compliant elevators</li> <li>- Modify Lower Level toilets to ADA compliance</li> <li>- Specialized fire suppression for LH</li> </ul> HVAC: Replace the Lower Level HVAC system with new. This will include: <ul style="list-style-type: none"> <li>- DDC Control System</li> <li>- Separate system w/humidification control for Local History area</li> <li>- New VAV system for Auditorium and support spaces</li> <li>- New air distribution in elevator equipment rooms</li> </ul> Electrical: Replace electrical system in Lower Level to support the move of Local History to the Lower Level. This will include: <ul style="list-style-type: none"> <li>- Replace the Main Switchboard and branch panelboards in the Lower Level</li> <li>- Replace lighting and lighting control systems in Lower Level</li> <li>- Provide new emergency and exit signs</li> <li>- Provide modifications to backup generator to include additional transfer switch(es) and panelboard(s)</li> <li>- Add Area of Rescue Assistance system to stairwells</li> <li>- Provide new feeders to HVAC Equipment</li> </ul>	\$3.75M	2011	<p>The Local History Department must have a consistent environment for the materials that are stored in this department. Currently, the local history materials are breaking down due to air moisture, hot and cold temperatures are not consistent with modern technologies and do not provide the controls needed to maintain documents in this important area.</p> <p>In order to correct the environment that exists for local history, the most cost effective way is to move the titles from the 2<sup>nd</sup> floor, 3<sup>rd</sup> floor &amp; lower level to a single space in the lower level that can be isolated for environmental controls. To support this, access must be provided to the Lower Level. A staircase that provides continuous access from the Lower Level to the second floor must be provided for security for the local history collection and material handling. At this time, there is no staircase from the lower level that has visitors passing through the security system. This staircase provides a secure way for individuals to move from one floor to another. In addition, the current staircase and elevator arrangement does not meet the building fire code. Replacement of elevators that do not meet ADA, that have single-walled hydraulic fluid systems (not allowed today because there is a risk of groundwater contamination), and have been continually breaking down are also included within this upgrade.</p> <p>The current HVAC system in the Lower Level was designed for a facilities use 40 years ago. The system can not provide enough CFM for the spaces it supplies....Current codes require additional outside air and more air changes in each space, with the local history, data/telephone, elevator control room, and auditorium spaces requiring more air than what the current system can provide. Additionally, the intake and exhaust systems are adjacent to each other allowing exhaust to be brought back into the building. This will not meet today's code.</p> <p>The current electrical system has outlived its useful life and must be replaced. The main breaker for the facility does not work correctly and must be manually reset while 'hot' (unsafe). Breakers have failed and will continue to fail due to age. Parts are not easy to find and are pricey. Emergency and exit lighting is inadequate to get people safely out of the building. Backup power system will require an additional transfer switch to separate emergency loads from backup and standby loads. Additionally, an area of rescue assistance must be placed in the stairwells to provide safe haven for those with disabilities in the event of a catastrophic event.</p>

# Brown County Central Library Repair Masterplan

PROJECT NAME	APPROXIMATE VALUE	PROJECT COMPLETION	PROJECT DETAIL
<b>HVAC System Replacement</b>	\$5.75M	2012	<p>The HVAC systems are old and have outlived their useful life. This system was designed for use 40 years ago. The building has changed significantly with the addition of computers throughout the entire library which add significant heat load that was not accounted for. Additional strain has been applied on the air distribution system by the disruption of insulation that has broken down and currently blocks air passage through the coils in the system. This has caused 'dead' air throughout the building. This facility will not comply with today's standards for air flow in a library.</p> <p>In addition, the old HVAC system was designed to run both the boiler and the chiller at the same time, year round. A new HVAC system will conserve energy and be more cost effective.</p> <p>Replace the HVAC system. Additionally, the building envelope must be addressed to increase the building energy efficiency. Handicap accessibility also must be addressed to fix a building deficiency for those who have disabilities. And, a sprinkler system is required to meet code.</p>
<p><b>HVAC:</b> Replace and relocate HVAC systems for the First and Second Levels in new Fourth Level enclosure. This will include the following:</p> <ul style="list-style-type: none"> <li>- Replace all ductwork and insulation</li> <li>- Replace hot water coil system with VAV system</li> <li>- Provide DDC control system</li> <li>- Replace condensing unit on roof serving third level AHU with chilled water system from chiller</li> <li>- Replace cooling tower and locate on the roof</li> </ul> <p><b>Building:</b> Provide new Fourth Level enclosure for the mechanical systems serving the First and Second Levels. This will include the following:</p> <ul style="list-style-type: none"> <li>- Provide entry from third level to the new mechanical enclosure</li> <li>- Replace window system with new, more efficient system</li> <li>- Add Insulation to building exterior walls</li> <li>- Provide paint and new carpeting or other finishes to the remaining floors</li> <li>- Provide building ADA Accessibility, including 1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup> floor toilets</li> <li>- Install sprinkler system</li> <li>- Replace acoustical ceiling tile</li> <li>- Replace storm water roof drain system</li> </ul> <p><b>Electrical:</b> Provide new electrical systems to the first through third levels. This will include the following:</p> <ul style="list-style-type: none"> <li>- Replace/Relocate existing branch panelboards on the first through third levels. Provide new branch panel in the mechanical enclosure for HVAC loads</li> <li>- Replace lighting and lighting control systems on the first through third levels</li> <li>- Add lighting system to the mechanical enclosure</li> <li>- Relocate data IDF to secure location</li> <li>- Provide new emergency lighting and exit lighting systems</li> </ul>			<p>The existing electrical system has outlived its useful life. The system was not designed to support today's technology with computers installed throughout the library. Circuit breakers have been failing, and more will continue to fail. Due to age and style of breakers, they are difficult to find and are pricey. Lighting fixtures and lighting control systems are not meant for today's use, and will not meet today's energy and control guidelines. Life safety lighting systems must be upgraded to meet code to safely get people out of the building in the event of a catastrophic event.</p>

# Brown County Central Library Repair Masterplan

PROJECT NAME	APPROXIMATE VALUE	PROJECT COMPLETION	PROJECT DETAIL
<b><u>Building System Upgrades</u></b>			
Building: Modify miscellaneous building systems. This will include the following:	\$2.25M	2013	This building has many systems that are failing. Much of the ceiling tile contains asbestos and must be replaced. The roof membrane that was installed is not adequate for this building. The roof conductors are rusting out and are leaking inside of the building. Handicap accessibility is not provided for those with disabilities. The book drop falls one floor level and damages the collection particularly dvd's creating additional costs to the library. The bookmobile contributes to bad air inside the building as exhaust filters into the first and second floor. These systems must be replaced.
<ul style="list-style-type: none"> <li>- Replace 40 year old upholstery on auditorium seats and modify seating arrangement for ADA access.</li> <li>- Replace roof membrane</li> <li>- Circulation desk handicap accessibility</li> <li>- Modify existing book drop</li> <li>- Seal garage penetrations</li> </ul>			
HVAC: Provide exhaust system for garage.			
Electrical: Provide new electrical systems in garage. This will include the following:			
<ul style="list-style-type: none"> <li>- Provide new lighting in garage</li> <li>- Provide feeder for exhaust system</li> <li>- Replace Lighting and Lighting controls in Auditorium</li> </ul>			
<b><u>Parking Lot Modifications</u></b>			
Building: Modify existing parking lot. This will include the following:	\$1.5M	2014	The parking lot is in need of re-grading and re-surfacing. The parking lot floods during rainstorms and water backs up from the city storm water system. It is not large enough to support the amount of activity the library currently receives. Relocating the utility transformer as part of the electrical replacements will make room for additional parking slots.
<ul style="list-style-type: none"> <li>- Provide new layout for parking lot</li> <li>- Remove the existing parking surface</li> <li>- Regrade the parking lot</li> <li>- Repave parking lot</li> <li>- Restripe parking lot</li> <li>- Relocate entrance/exit</li> <li>- Provide new drive up access for future window</li> <li>- Re-develop exterior park on northwest side of building</li> </ul>			
Electrical: Modify building utilities to include the following:			
<ul style="list-style-type: none"> <li>- Relocate existing utility transformer</li> <li>- Replace exterior lighting</li> </ul>			

# Brown County Central Library Repair Masterplan

PROJECT NAME	APPROXIMATE VALUE	PROJECT COMPLETION	PROJECT DETAIL
<b>Detailed Design</b> Building: Provide a detailed set of construction documents that identifies building systems and materials to be installed. These systems include: <ul style="list-style-type: none"><li>- Building envelope</li><li>- Window systems</li><li>- Staircase</li><li>- Interior partitions</li><li>- Parking lot</li><li>- HVAC systems and controls</li><li>- Electrical systems</li></ul>	\$1.5M	2011	Building Detailed Design must be provided to lay the groundwork for the work that is identified in this report. Without this design, all of the modifications cannot be made. Detailed design provides the roadmap for the building modifications and schedules the equipment, systems, and materials necessary to replace a building system that fails.

# Brown County Central Library Repair Masterplan

## Repair Masterplan Costs

• Local History Consolidation (2011)	-	\$3.75M
• HVAC System Replacement (2012)	-	\$5.75M
• Building System Upgrades (2013)	-	\$2.25M
• Parking Lot Modification (2014)	-	\$1.50M
• Project Detailed Design (2011)	-	\$1.50M

# Brown County Central Library Repair Masterplan

## What are the end results?

- The Library will be ADA compliant
- New lighting throughout the building
- Computer connections and equipment are secured in a separate room
- Local History is moved to Lower Level and all parts of the collection are combined
- Local History has humidity and environment controls required
- Local History has appropriate fire suppression system
- An interior staircase from the Lower Level to first floor will be provided, allowing for library materials security
- New elevators in the building, to the roof top
- More parking spaces in the lot
- New HVAC
- New electrical
- Current windows are replaced with energy efficient and safe ones
- Insulation added to the building envelope
- Building will meet safety codes
- Auditorium will be upgraded to meet ADA and provide useable sound / lighting systems
- Air quality will meet current building standards

## What is not done?

- No additions to the library, other than the necessary lower level HVAC and auditorium access space needed
- No added windows on ends of building
- No finishing of space on 3<sup>rd</sup> floor
- No finishing of space in lower level, other than for Local History
- No green, vegetative roof (which lasts 50 years and would save one full roof replacement cycle)
- No re-arrangement of staff work rooms, meeting rooms, book stack areas, or computer space
- No drive-up window for the public
- No meeting rooms in the Lower level, other than auditorium (might be able to save one half of the current meeting room)
- Will not be LEED-certified, but will work within those parameters
- Sprinkler systems will not be configured for change in work spaces (this would need to be retro-fitted later at an added cost)
- Ceilings and room divider walls will not be configured for changes in work spaces
- Staff would remain in the building during the construction period.
- There will be periods of two to three weeks at a time in which the library will have to be closed because of no heat, no water, construction work, etc.

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on February 17, 2010 at 6:00 p.m. at Brown County Central Library, 515 Pine Street, Green Bay, WI

**PRESENT:** TERRY WATERMOLEN, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

**EXCUSED:** CHRIS FROELICH, MONICA GOLOMSKI

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff); and Kevin Raye (Brown County Information Services Network Manager); Dave Sachs, Eric Siebers (Boldt Company); Chet Gibbons, (Allouez resident)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA Modify

In the interest of Dave Sachs and Eric Siebers' time, Terry recommended that agenda items #4 and 5 be switched. Motion by Hickey, seconded by Theisen, to switch agenda items # 4 and #5. Motion carried. Motion by Buboltz, seconded by Pletcher, to approve the modified agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications.

### OPEN FORUM FOR THE PUBLIC.

Mr. Gibbons was present to discuss the library's automation system but he agreed to listen to the Information Services Report before asking questions or commenting.

### FACILITIES REPORT

a. **Central Library Renovation Update** Dave Sachs and Eric Siebers presented the Functional Priority Masterplan. A brief chronological review of reports and studies that have taken place to this point include:

FGM Space Needs Analysis 2008  
Boldt Facility Audit 2009  
General Energy Study 2009  
FGM/Boldt/Somerville Engineering Pre-design 2010 (the outcome of this was \$23 million)  
FGM/Boldt/Functional Priority Masterplan 2011

The purpose of the Functional Priority Masterplan is to define what absolutely needs to be done and what can be done now, what minimizes re-work to meet the overall Masterplan requirements and what makes fiscal sense. A series of digital thermography images demonstrate energy inefficiencies.

Excerpts from the Masterplan demonstrate the high-priority needs to be addressed:

#### Local History Consolidation

The Local History Department must have a consistent environment for the materials that are stored in this department. Currently, the local history materials are breaking down due to an environment that is not consistent with modern technologies providing a consistent environment to this important area. **Approximate value: \$3.75 M**

Building: Move Local History to the Lower Level. Provide new staircase and replace elevators to meet codes.

HVAC: Replace the Lower Level HVAC System with new

Electrical: Replace electrical system in Lower Level to support the move of Local History to the Lower Level.

#### HVAC System Replacement

The HVAC systems are old and have outlived their useful life. This system was designed for use 40 years ago. The building has changed significantly with the addition of computers throughout the entire library which has added significant heat load that was not accounted for. Additional strain has been applied on the air distribution system by the disruption of insulation that has broken down

and currently blocks air passage through the coils in the system. This has caused 'dead' air throughout the building. This facility will not comply with today's standards for air flow in a library. **Approximate value: \$5.75M**

HVAC: Replace and relocate HVAC systems for the First and Second Levels in new Fourth Level enclosure.  
Building: Provide new Fourth Level enclosure for the mechanical systems serving the First and Second Levels.  
Electrical: Provide new electrical systems to the First through Third Levels.

#### **Building System Upgrade**

This building has many systems that are failing. Much of the ceiling tile contains asbestos and must be replaced. The roof membrane that was installed is not adequate for this building. The roof conductors are rusting out and are leaking inside of the building. Handicap accessibility is not provided for those with disabilities. The book drop damages the collection and DVDs, creating additional costs to the library. The Bookmobile contributes to bad air inside the building as exhaust filters in the First and Second Levels. **Approximate value: \$2.25M**

Building: Modify miscellaneous building systems  
HVAC: Provide exhaust system for garage  
Electrical: Provide new electrical systems in garage.

#### **Parking Lot Modifications**

The parking lot is in need of re-surfacing. It is not large enough to support the amount of activity the library currently receives. Relocating the utility transformer as part of the electrical replacements will make room for additional parking slots. **Approximate value: \$1.5M**

Building: Modify existing parking lot  
Electrical: Modify building utilities

#### **Detailed Project Design**

A detailed project design initiates the process of facility improvements; defines the overall facility Masterplan; defines a consistent building upgrade path and eliminates rework. Having an actual plan will give staff a point of reference that explains what a system *should* be and will prevent just fixing things without an overall knowledge of what and how it fits in with the Masterplan. Next steps are an architectural design; civil/structural design; mechanical/electrical/plumbing design and a site/landscape design. **Cost: \$1.5M**

Dave Sachs concluded that the Masterplan defines what absolutely needs to be done; the identified items are consistent with the Space Needs analysis and Pre-Design Requirements; rework is minimized to meet overall Masterplan requirements. Items 1 and 5 should be addressed soon.

**Total for Masterplan design \$14.75M** If projects are spread out over time cost will likely run as much as \$35M. This functional priority Masterplan is not as cost effective as completing the project as a single capital project (\$23M).

Kathy asked about the level of disruption to patrons if this is done in parts. Dave replied that this plan includes partitioning - not moving staff or collections. Building modifications can be done but it wouldn't be easy.

Lonn has built a framework. The design completes it and should produce specifications and a consistent vision. Knowledge of specifications will save money in the future.

Terry feels this Masterplan is a key component and the next logical step. Doing this project all at one time is ideal but it is more than likely that we will need to find a way to do it in segments without throwing good money away. The desire is to have the County Board understand this process. Ultimately it is more costly and disruptive but it may be more obtainable to go one step at a time.

Lynn Stainbrook had at first, disagreed with including the design plan in this package but realized that if any fundraising will be done, this Masterplan is needed. Donors (individual and foundations) want specifics and those same specifics are needed for grants. Lynn believes that this piece is important in order to move forward.

Tearing this building down would be a mistake. It is a good, solid building. Some head way can be made by starting to put things in place but all things must happen at approximately the same time.

Boldt would be happy to give this presentation to the Ed & Rec committee and/or the County Board.

*Dave Sachs and Eric Siebers left the meeting at 6:45 p.m.*

1a



John Hickey proposed a separate meeting for Ed & Rec. Tony agreed that was a good idea. Terry reminded of remembering to consider the return on investment and emphasize that we are providing information and not making a recommendation at this time.

**Solar Energy Projects** Regarding Kress, Lynn reported that SEEDs was about \$25,000 away from their goal. A few significant donations have been received. Regarding Weyers-Hilliard, Curt reported that the sealed bids are due on Friday and he is expecting good prices. The Howard Planning Commission will review the project (the PhotoShopped photos were somewhat disappointing as they weren't to scale). A concern is that one representative won't be at the meeting which could defer it a month. This would complicate issuing POs to meet the deadline. Curt will attend the Planning Commission meeting.

#### **INFORMATION SERVICES REPORT ON SERVICES RECEIVED**

Kevin Raye addressed the Symphony issues. A lot of work has taken place within the last couple days with SirsiDynix. Kevin thinks the problem has been identified as the Symantec anti-virus software. It now appears that the problem is not with the database server but rather with the applications. To put it simply, the Symphony application server and anti-virus application conflict. Anti-virus runs in real-time and has caused an increase in disconnects, causing memory to get consumed (even though it had just been increased from 16 - 32 GB). To troubleshoot, I.S. turned off real time scanning but not intrusion prevention. Later, intrusion prevention was turned off on the web, database and application servers.

Kevin has asked that Lynn and Lori email I.S. on all SirsiDynix hardware/system issues so they can be resolved faster. Another correlation to why the system goes down at 5 a.m. on Sundays is the full system scan from I.S. Kevin is now seeing more things pointing to the anti-virus as the culprit. The situation and system activity will continue to be monitored.

Carla asked if shutting the system down compromises anything else. Kevin said that wasn't the case because all other Windows updates are current. One issue was also that SirsiDynix provides support to our application but not to our hardware because they did not supply it. That, too, is being worked through.

Kevin distributed a list of scheduled tasks that run daily. Kevin also had SirsiDynix check the SQL configuration. That database was set in full mode and should be set in simple mode. I.S. does a database backup at 3:30 a.m. and a transaction back up every half hour. SirsiDynix logs it so I.S. does not have to duplicate the process. Kevin has turned off the half hour backups but the full back up will continue to take place.

Lynn also reported that the production database has been copied to be used as test site; staff is looking at the Symphony 3.4 release and its new functionalities; talking about the Enterprise OPAC overlay which still needs to be added. Little fixes and aesthetic updates continue to be made. We've been assigned a new consultant and he has been very helpful.

Lynn Hoffman is conducting staff training sessions and her plan is to go to each branch.

Kathy asked about point of use aids. Lynn Hoffman is working on these. Carla commented that progress is being made and that is important. She is thankful for the continuity shown on working on issues and as things improve, more focus can be placed on the patron's needs.

Kevin did mention that the library is a high priority. They have seen these anomalies before but are happy to be seeing improvements. Lynn appreciates Kevin's involvement and Lori, in particular, Sue Lagerman as backup, and Eric as of late. A lot of time has been/is spent on trying to correct the problems.

Lynn reported that Administration received laptops as part of the scheduled computer replacement. They are loaded with Windows 7 and Office 10. Upgrades are done at Kress, Weyers-Hilliard and one at Pulaski. Technical Services will be completed soon. Target date for completion is April 15.

Help Desk reported that the calls they have received about the public PCs overheating are a result of being dusty inside. In the future, UWGB will clear the clogs prior to the library obtaining them.

Since Lynn Hoffman is training staff on searching in Symphony, Terry asked if staff feeling more comfortable. Lynn thinks so and the tweaks that have been made have been helpful. Time spent with the staff has been good. Many staff just didn't understand that Symphony's searching is Boolean based (it is not a natural language search). Not going down will be tremendously huge. Lynn will continue to work with staff.

Terry offered Chet Gibbons to address the Board if he would like. Mr. Gibbons commented that Kevin has done a lot to address the issues and he understands how things work. But, being a user, he is sick of having to watch a clerk at the Kress Library manually check out because the system is down. In terms of training, he asked how all staff would be trained, including the clerks. He also feels

that Administration needs to do a better job of communicating with the paraprofessionals, clerks and users on a daily basis. He suggested posting information next to the public PCs. This will give some hope as he feels, right now, there is no hope. Patrons do not know how to use the system and the library, in his opinion, has not given them any help.

Lynn Hoffman replied that the training is applicable to everyone (including clerks) and she tries to catch as many staff in her training sessions as possible. Kevin Ray asked if online tutorials were available from SirsiDynix. Lynn Hoffman replied that, unfortunately, they don't have a lot of resources probably because Symphony installation and customization varies from location to location. An option she is considering to create the library's own content is screen casting which will be a tool on how to use the system. Once we are sure we are stable and implement Enterprise, the search experience will dramatically improve.

In closing, Gibbons commented we need a better, easier system. There are a lot of good things about this system but the three things mentioned need attention.

*Kevin Ray and Chet Gibbons left the meeting at 7:30 p.m.*

**Accountant's report**

- a. Financial report No report.
- b. Acceptance of Gifts, Grants and Donations No report.
- c. Carryover Funds No report.

**2011 HOLIDAY HOURS**

**Motion** by Kegel, seconded by Buboltz, to approve the 2011 Holiday Closures as follows:

April 22 (Fri)	Good Friday (Library closes at 12:00 pm.)
April 23 (Sat)	Saturday before Easter (Open regular hours.)
April 24 (Sun)	Easter (Library closed.)
May 29 (Sun)	Sunday before Memorial Day (Library closed.)
May 30 (Mon)	Memorial Day (Library closed.)
July 4 (Mon)	Independence Day (Library closed.)
September 5 (Mon)	Labor Day (Library closed.)
November 24 (Thurs)	Thanksgiving Day (Library closed.)
December 24 (Sat)	Christmas Eve (Library closes at 12:00 noon.)
December 25 (Sun)	Christmas Day (Library closed.)
December 26 (Mon)	Holiday Weekend (Library closed.)
December 31 (Sat)	New Year's Eve (Library open normal schedule.)
January 1, 2012 (Sun)	New Year's Day (Library closed.)
January 2, 2012 (Mon)	Holiday Weekend (Library closed. Paid holiday for New Year's Day.)*

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 29, 2011 and continue through Sunday, September 4, 2011. Summer hours for Saturdays will begin on Saturday, June 4, 2011 and continue through Saturday, September 3, 2011.

**Motion carried.**

**APPROVE NOTIFICATION OF LIBRARY TABLE OF ORGANIZATION CHANGES**

The recommendation to the Library Board is (I) to hire a 20 hour per week Librarian I to assist with cataloguing and providing access

and care to the Local History and Genealogy collection and (II) to recommend to the Library Board to hire a 37.5 hour per week Librarian I as a Teen and Popular Services Librarian, resulting in the following savings:

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Senior Library Assistant @ 37.5 hrs/wk – Reference	\$35,008.33	\$16,925.79	\$51,934.12
1 Library Associate @ 37.5 hrs/wk – Popular Library	\$38,145.30	\$18,442.43	\$56,587.73
			<b>\$108,521.85</b>
<b>NEW STRUCTURE</b>			
1 Librarian I @ 20 hrs/wk – Local History Cataloguer	\$23,560.32	\$11,390.91	\$34,951.23
1 Librarian I @ 37.5 hrs/wk – Teen/Popular Library	\$44,175.59	\$21,357.96	\$65,533.55
			<b>\$100,484.78</b>
<b>Net Savings</b>			<b>\$8,037.07</b>

**Motion** by Buboltz, seconded by Pletcher, to approve the Notification of Library Table of Organization Changes. **Motion carried.**

#### **LIBRARY CLOSING DUE TO WEATHER POLICY**

This policy was drafted after talks with Human Resources and County counsel. **Motion** by Pletcher, seconded by Buboltz, to approve the Library Closing Due to Weather Policy. **Motion carried.**

#### **CONSIDERATION OF SUPERVISOR VAN VONDEREN'S COMMUNICATION**

Lynn thought that the interim museum director was trying to better position both the museum and library and feels that this communication does contain some good suggestions. Are there areas that can be shared? John commented that the museum has not been used to its full capacity. Could both institutions strengthen themselves together through marketing?

Lynn said there have been talks with the museum about adding their collection to our database. She expects the quote to accomplish this to be around \$2000. That would be a joint venture. A good time to talk about it will be when the new museum director is hired. Supervisor Bill Clancy was in and is concerned about the budget and suggested a joint fundraiser. Would the Friends and Museum Foundation boards work together? Lynn mentioned an annual mailing campaign. The library's Children's Services staff collaborates with the museum on an annual end of summer reading program event.

John Hickey suggested a response to the communication to thank Supervisor Van Vonderen for her well-thought out suggestions. Lynn Stainbrook will follow-up to both supervisors.

Tony commented that it is not an issue to fund the library because it is well used and has a lot of visitors. The museum needs more customers. Need to think about library/museum collaborations. A new director could be in place fairly soon and all these ideas will be communicated at that time.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

a. **Monthly update** John reported on a recent meeting that discussed the timing and scope of the annual audit that will be conducted by Schenck in April and presented in June. Personnel committee is made up of John Hickey, Chris Wagner, Sandy Ryczkowski, Denise Bellmore and Miriam Erickson (from Door County).

Lynn reported that the WI Public Library Annual Report is not done yet and is seeking input for the compliance page. The Board agrees that service from NFLS has been good and agrees to check compliancy (Public Library System did provide effective leadership and adequately meets the needs of the library).

#### **PRESIDENT'S REPORT**

Denise Bellmore has resigned from the Library Board but is maintaining her positions as President of the NFLS Board; and BCL Foundation. Terry extended appreciation for her service. She will be recognized through addition of materials to the collection (bookplate) and a resolution of appreciation. Open positions exist on board. A letter had been sent to CEOs of large corporations in the area seeking recommendations.

#### **DIRECTOR'S REPORT**

Lynn reminded the Board that Library Trustee Day is scheduled for Saturday, April 16.  
The Friends of the Brown County Library held their Annual Meeting and recognized the Book Sale workers who volunteer 950 hours annually!

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Buboltz, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

**NEXT REGULAR MEETING**

March 17, 2011  
Central Library  
515 Pine Street  
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary

Brown County  
Golf Course  
Budget Status Report

12/31/2010

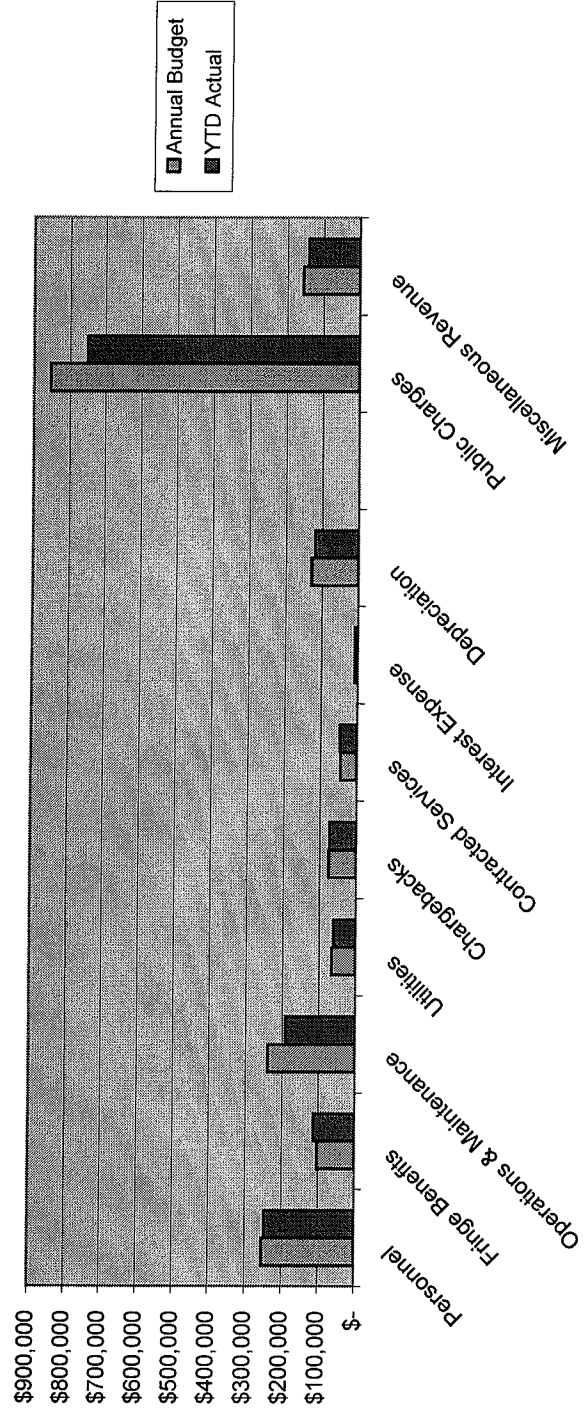
	Annual Budget	YTD Budget	YTD %
Personnel	\$ 253,100	\$ 246,453	97%
Fringe Benefits	\$ 103,068	\$ 113,245	110%
Operations & Maintenance	\$ 238,704	\$ 190,637	80%
Utilities	\$ 65,730	\$ 61,091	93%
Chargebacks	\$ 74,909	\$ 73,789	99%
Contracted Services	\$ 44,812	\$ 46,810	104%
Interest Expense	\$ 8,131	\$ 8,131	100%
Depreciation	\$ 128,875	\$ 119,627	93%
Public Charges	\$ 853,000	\$ 750,259	88%
Miscellaneous Revenue	\$ 155,501	\$ 141,902	91%

**HIGHLIGHTS:**

Total expenses came in \$65,381 under budget for 2010. The golf course is a seasonal operation that runs from April to November.

The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

## Golf Course Budget Analysis December 31, 2010



Brown County  
Golf Course  
Budget Status Report

2/28/2011

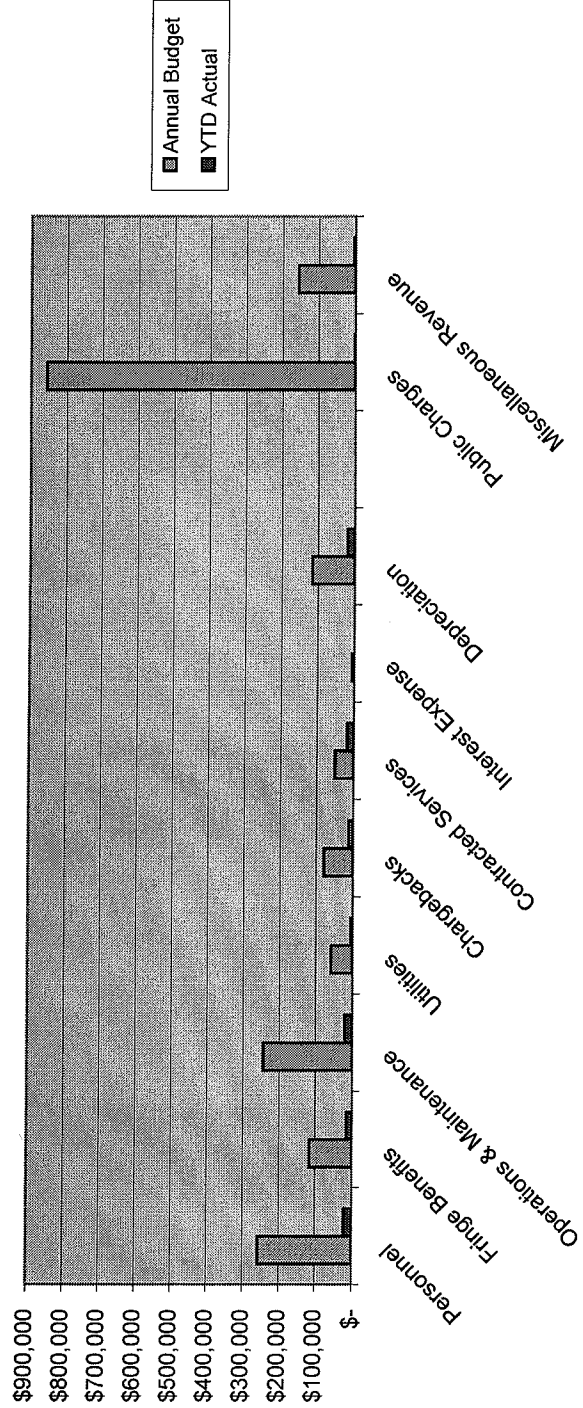
	Annual Budget	YTD Budget	YTD %
Personnel	\$ 257,217	\$ 21,669	8%
Fringe Benefits	\$ 115,924	\$ 15,287	13%
Operations & Maintenance	\$ 243,525	\$ 20,986	9%
Utilities	\$ 58,452	\$ 5,063	9%
Chargebacks	\$ 78,916	\$ 12,253	16%
Contracted Services	\$ 49,742	\$ 18,302	37%
Interest Expense	\$ 6,156	\$ -	0%
Depreciation	\$ 115,757	\$ 19,579	17%
Public Charges	\$ 856,000	\$ 1,517	0%
Miscellaneous Revenue	\$ 155,501	\$ 4,815	3%

**HIGHLIGHTS:**

Revenues and expenses are well within budgeted amounts. The golf course is a seasonal operation that runs from April to November.

The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

## Golf Course Budget Analysis February 28, 2011



**GOLF COURSE FINANCIAL STATISTICS  
AS OF APRIL 1, 2011**



**GOLF COURSE REVENUE:**

	<b>TOTAL PLAYERS</b>	<b>TOTAL REVENUE</b>
2011 YTD	0	160.00
2010 YTD	985	12,907.00 *
2009 YTD	0	0.00 *

**PASSES PURCHASED:**

		<b>PASSES SOLD</b>	<b>TOTAL REVENUE</b>	
ADULTS	1,300	10	13,000.00	
HUSBAND AND WIFE	2,300	0	0.00	
SR CITIZEN (62+)	1,174	6	7,044.00	
SR HUSBAND AND WIFE	2,073	1	2,073.00	
ADULT 18-22	675	1	675.00	
LIMITED JUNIOR	330	1	330.00	
LIMITED JUNIOR (from 2010)	300	1	300.00	
FREE ADULT PASS (1,300)		0	0.00	
<b>TOTAL PASSES</b>		<b>20</b>	<b>23,422.00</b>	
REFUNDED PASSES			0.00	
REVENUE FROM GC & DUPLICATE PASSES			1,113.00	<b>2010 YTD</b>
REVENUE FROM DAILY PLAY			160.00	<b>(as of 3/14)</b>
<b>TOTAL REVENUE RECEIVED</b>			<b>24,695.00</b>	<b>10,402.75</b>

**PRO-SHOP SHARED REVENUE (CARTS):**

	<b>COUNTY SHARE</b>
2011 YTD	0.00
2010 YTD	822.60 *
2009 YTD	56.70 *

**SAFARI STEAKHOUSE SHARED REVENUE:**

	<b>COUNTY SHARE</b>
2011 YTD	12,444.59
2010 YTD	16,012.43 *
2009 YTD	17,530.00 *

\* Effective 4/09, YTD golf course and Safari Steakhouse comparison numbers for 2010 and 2009 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2010 and 2009 may include a variance of 1 to 3 days.



## Brown County Parks

To whom it may concern on the Brown County Parks Board.  
I Lester Schlies am writing to the board on behalf of the (NEYLS)  
Northeast Youth Livestock Show.

When my committee and I talked over the show in 2009 we paid 2518.62 to which I felt it should have been reduced. Then in 2010 we received our contract and are rent increased. In 2010 we paid 2612.76 which I feel we are doing the show for the youth. When we come to the show we are fixing pens, putting latches on doors and when we leave the buildings are always very clean you can ask Marv.

I hope the board would consider taking the time to put me and the agenda and let me explain some of my ideas. I really enjoy everything with Marv and your park employees along with the Brown County Parks staff do for NEYLS. I know we can come up with a solution that everyone can be happy with.

Thanks:  
Lester Schlies  
NEYLS President



03/20/11

Park & Education Committee

Brown County, WI

Dear Committee Members,

The Green Bay Duck Hunters Association is planning the 2011 Road kill Banquet to raise funds for our projects. The projects include stewardship at Barkhausen Waterfowl Preserve, a youth waterfowl day at Barkhausen, local goose banding and maintaining mallard nesting cylinders at Barkhausen.

All our fund raising effort at this banquet is to support our projects that are powered by volunteer efforts.

Our planned date is April 2th, 2010 at the Pamperin Park Pavilion. We are asking for the customary fee to be waived as well as trash removal provision. Your support greatly enhances our mission.

Thank you for your consideration and support.

David R Swanson, President



Brown County

Parks

Budget Status Report

2/28/2011

Annual  
Budget

YTD  
Actual

Personnel Services	\$ 855,808	\$ 94,982
Fringe Benefits and Taxes	\$ 411,158	\$ 55,985
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 5,380	\$ 618
Operations & Maintenance	\$ 341,342	\$ 32,004
Utilities	\$ 131,050	\$ 18,445
Chargebacks	\$ 261,218	\$ 42,443
Contracted Services	\$ 92,179	\$ 26,924
Other	\$ 18,000	\$ 18,000
Outlay	\$ -	\$ 8,588
Transfer Out	\$ -	\$ -
Property Taxes	\$ 1,319,921	\$ 219,987
Intergovernmental	\$ 47,975	\$ -
Charges For Sales and Service	\$ 219,300	\$ 1,299
Miscellaneous Revenue	\$ 30,850	\$ 1,834
Contributions	\$ -	\$ 150
Rent	\$ 364,250	\$ 217,002
Charges to County Departments	\$ 8,476	\$ 1,814
Transfer In	\$ 125,363	\$ -

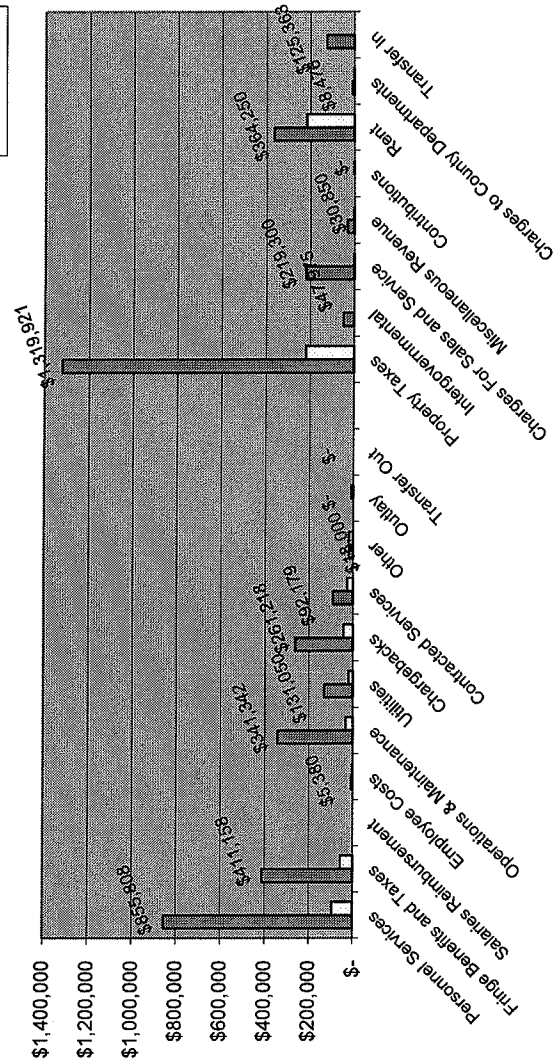
**HIGHLIGHTS:**  
Budget on track at this point

**Expenses:**  
Total expenses to date: \$297,987

**Revenues:**  
Total revenues to date: \$442,084

## Parks - February 28, 2011

■ Annual Budget  
□ YTD Actual



DIRECTOR'S REPORT  
FACILITY & PARK MANAGEMENT  
FEBRUARY 2011



Marvin Hanson

*Fairgrounds*

- Park Security, Park Inventory
- Process Maintenance Work Orders
- Snow Plowing
- Planning for 6S Implementation at the Fairgrounds shop

*Neshota Park*

- Cleaning, Security Checks and Park Inventory
- Maintenance of Sledding Hill
- Maintenance/Grooming of Ski Trails
- Snow Plowing
- Process Work Orders

*Way-Morr Park*

- Security Checks and Park Inventory
- Process Work Orders

*Lily Lake*

- Cleaning, Security Checks and Park Inventory
- Inspection of Lake Aerator and Safety Fence
- Snow Plowing
- Inspection of Property Boundary Signs

*Wrightstown Park*

- Security Checks and Park Inventory

*Fonferek Glen*

- Cleaning, Security Checks and Park Inventory
- Snow Plowing

# DIRECTOR'S REPORT

## FACILITY & PARK MANAGEMENT

FEBRUARY 2011



Matt Kriese

### *Barkhausen*

- Grooming XC Ski Trails as Necessary
- Snow Removal Duties: Including Plow Drive and Lot, Clear Walks, and Clear Skating Pond
- Winter Outdoor Education Set-Up
- Attach New Bindings on Snowshoes
- Hosted GB Duck Club and BC Conservation Alliance Meetings
- Animal Husbandry Duties
- Building Cleaning
- Snowshoe Rental Duties and XC Pass Collection
- Archibus PM's Performed
- Assisted with Bird County Application
- Staff Attended Northeast Wisconsin Naturalist Association Meeting

### *Special Events or Programs*

- School Environmental Education Programming—816 Attendees
- After-School Environmental Ed Programming—30 Attendees
- Public Snowshoe Programs—42 Attendees
- Owl Prowl Program—30 Attendees
- Working with County Officials on a Bird County Status Application

### *Volunteer Projects*

- Work Performed on Marsh Overlook Boardwalk

### *Suamico Boat Launch*

- Plow Lot as Necessary
- Routine Inspection of Restroom Building

### *Fox River Trail*

- Plow Access Lots as Necessary
- Delivered all Annual State Trail Passes to Vendors Around the County
- Monitor the Snowmobile Trail and Open/Close as Necessary
- Weekly St. Francis Restroom Inspections and Cleaning
- Monitor Dog Waste Stations

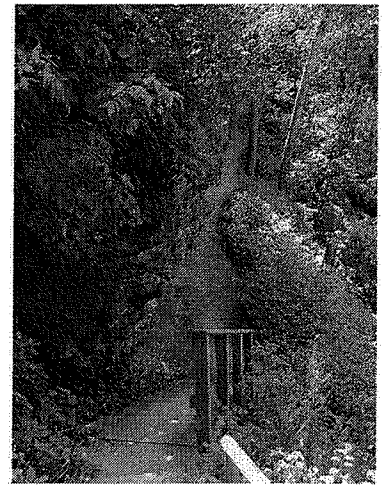
### *Mountain-Bay Trail*

- Plow Access Lots as Necessary
- Monitor Snowmobile Trail and Open/Close as Necessary
- Monitor Dog Waste Stations

# DIRECTOR'S REPORT

## FACILITY & PARK MANAGEMENT

FEBRUARY 2011



Rick Ledvina

### *Bay Shore Park*

- Plowed and salted as needed.
- We continue cutting wood for next year's sales.
- We have started the 6-S office project.
- Several fisherman park on top of the hill and walk down the hill to fish.
- We currently do security checks of the facility on a regular basis to maintain the integrity of the park.

### *Brown County Park*

- Plowed and salted as needed.
- We have changed over to a Pet Friendly Salt and salt as sparingly as possible.
- We currently do security checks of the facility on a regular basis to maintain the integrity of the park.

### *Pamperin Park*

- Continued on our housekeeping procedures for shop area.
- Plowed and salted as needed.
- We have rentals consistently in the pavilion.
- Construction has started along Hwy 29 power transmission lines. This is an update for information only and does not affect our staff hours.

### *Vande Hei Property*

- We currently do security checks of the facility on a regular basis to maintain the integrity of the park.

### *Wequiock Falls*

- We currently do security checks of the facility on a regular basis to maintain the integrity of the park.
- The waterfalls were flowing but have stopped since the colder weather is back.

### *Brown County Golf Course*

- The trails remain closed.

# DIRECTOR'S REPORT

## FACILITY & PARK MANAGEMENT

FEBRUARY 2011



Jon Rickaby

### *Reforestation Camp*

- Ski Lodge Oversight, Pass Sales and Checks
- Log Peeling for the Barkhausen Preserve Project
- Hosted Two Ski Races
- Submitted WDNR Well Pump Readings
- Staff Training
- Park Manager Wrote New Archibus Procedures for Some Equipment and Updated Other Equipment
- Park Manager Created New Preventatives on Archibus
- Ski Trail Grooming and Oversight of the Program
- Snow Removal and Salting as Needed
- Rentals, Building Cleaning, Opening and Closing
- Oversight and Inspection of the Snowmobile Trails, Grooming and Signage
- Pass Collection and Security
- Groomer and Snowmobile Repairs and Maintenance
- Closed out Preventative and Demand Maintenance Work as Required for the Month
- Safety Work Duties
- Obtained Materials and Supplies for the Lodge Sales Area
- Perimeter and Gate Inspections

### *Rifle Range*

- Security and Building Checks

### *Suamico Boat Access*

- Launch, Parking Lot and Building Checks



# COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX

February-11	Date	Building	2011	2010	2010 Date
Monster Trucks	February 4 2011	ARENA	3062	2794	
Monster Trucks	February 5 2011	ARENA	4499	5567	
Hairball	February 11 2011	ARENA	874	N/A	
WBAY Boat Show	February 17 2011	ARENA	383	608	
WBAY Boat Show	February 18 2011	ARENA	420	382	
WBAY Boat Show	February 19 2011	ARENA	1083	832	
WBAY Boat Show	February 20 2011	ARENA	231	411	
Blizzard scrimmage	February 22 2011	ARENA	200	N/A	
State Cheer Competition	February 26 2011	ARENA	2900	3700	
Shinedown		ARENA	N/A	4109	February 9 2010
Gamblers		ARENA	N/A	3230	February 27 2010
<b>ARENA TOTAL</b>			<b>13652</b>	<b>21,633</b>	
Mantown	February 11 2011	SHOPKO	1062	1449	
WBAY Boat Show	February 17 2011	SHOPKO	383	607	
WBAY Boat Show	February 18 2011	SHOPKO	420	383	
WBAY Boat Show	February 19 2011	SHOPKO	1083	832	
WBAY Boat Show	February 20 2011	SHOPKO	231	411	
Wisconsin Deer Classic	February 25 2011	SHOPKO	809	785	
Wisconsin Deer Classic	February 26 2011	SHOPKO	3020	2996	
Wisconsin Deer Classic	February 27 2011	SHOPKO	1219	1248	
Arti Gras		SHOPKO	N/A	2084	February 6 2010
Arti Gras		SHOPKO	N/A	1100	February 7 2010
<b>SHOPKO HALL TOTAL</b>			<b>8227</b>	<b>11,895</b>	
Gamblers vs. Muskegon	February 3 2011	RESCH	1338	997	
Rock and Worship Road Show	February 4 2011	RESCH	5005	N/A	
Gamblers vs. Tri City	February 5 2011	RESCH	3541	3497	
WWE	February 8 2011	RESCH	3969	N/A	
Gamblers vs. Des Moines	February 10 2011	RESCH	1126	4171	
Gamblers vs. Dubuque	February 12 2011	RESCH	3134	4171	
Gamblers vs. Cedar Rapids	February 13 2011	RESCH	4908	3602	
UWGB Vs. Butler	February 15 2011	RESCH	3820	4384	
Disney On Ice	February 16 2011	RESCH	3873	4811	
Disney On Ice	February 17 2011	RESCH	2783	3937	
Disney On Ice	February 18 2011	RESCH	4805	4918	
Disney On Ice	February 19 2011	RESCH	4676	4229	
Disney On Ice	February 19 2011	RESCH	4234	4709	
Disney On Ice	February 19 2011	RESCH	4671	5172	
Disney On Ice	February 20 2011	RESCH	2375	4627	
Disney On Ice	February 20 2011	RESCH	1820	2438	
UWGB vs. Valparaiso	February 21 2011	RESCH	2573	2563	
Gamblers vs. Indiana	February 24 2011	RESCH	1745	N/A	
Gamblers vs. Omaha	February 26 2011	RESCH	4168	N/A	
Gamblers vs. Waterloo	February 27 2011	RESCH	1930	N/A	
ESPN Bracket Buster		RESCH	N/A	2901	February 20 2010
Rascal Flatts		RESCH	N/A	6650	February 27 2010
<b>RESCH CENTER TOTAL</b>			<b>66494</b>	<b>63,606</b>	
<b>TOTAL FOR FEBRUARY 2011</b>			<b>88373</b>	<b>97,134</b>	

NOTE: WHEN TWO/THREE BUILDINGS ARE USED FOR AN  
EVENT THE ATTENDANCE IS DIVIDED BETWEEN THE TWO/THREE

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
March-11	Date	Building	2011	2010	2010 Date
Beja Circus	March 4 2011	ARENA	5849	7138	
Beja Circus	March 5 2011	ARENA	12627	14079	
Beja Circus	March 6 2011	ARENA	8233	8527	
WIAA Boy's Basketball	March 10 2011	ARENA	2939	4203	
WIAA Boy's Basketball	March 11 2011	ARENA	3710	4885	
WIAA Boy's Basketball	March 12 2011	ARENA	4339	6214	
WBAY Home & Garden Show	March 17 2011	ARENA	700	817	
WBAY Home & Garden Show	March 18 2011	ARENA	862	713	
WBAY Home & Garden Show	March 19 2011	ARENA	1819	1858	
WBAY Home & Garden Show	March 20 2011	ARENA	885	900	
Pet Expo	March 25 2011	ARENA	1306	690	March 26 2010
Pet Expo	March 26 201	ARENA	5911	2955	March 27 2010
Pet Expo	March 27 2011	ARENA	2906	1454	March 28 2010
<b>ARENA TOTAL</b>			<b>52,086</b>	<b>54,433</b>	
NEW Sport Fishing Show	March 4 2011	SHOPKO	660	778	
NEW Sport Fishing Show	March 5 2011	SHOPKO	1841	2006	
NEW Sport Fishing Show	March 6 2011	SHOPKO	908	1147	
Arti Gras	March 12 2011	SHOPKO	1632	N/A	
Arti Gras	March 13 2011	SHOPKO	1437	N/A	
WBAY Home & Garden Show	March 17 2011	SHOPKO	701	817	
WBAY Home & Garden Show	March 18 2011	SHOPKO	863	713	
WBAY Home & Garden Show	March 19 2011	SHOPKO	1820	1859	
WBAY Home & Garden Show	March 20 2011	SHOPKO	886	901	
Liquidation Sale	March 25 2011	SHOPKO	1062	N/A	
Liquidation Sale	March 26 201	SHOPKO	1481	N/A	
Liquidation Sale	March 27 2011	SHOPKO	688	N/A	
Einstein Expo		SHOPKO	N/A	3783	March 13 2010
Golf Expo		SHOPKO	N/A	600	March 26 2010
Golf Expo		SHOPKO	N/A	1750	March 27 2010
Golf Expo		SHOPKO	N/A	500	March 28 2010
<b>SHOPKO HALL TOTAL</b>			<b>13,979</b>	<b>14,854</b>	
Gamblers vs. muskegon	March 4 2011	RESCH	3011	3182	
Gamblers Game	March 5 2011	RESCH	4102	4299	
Freestyle Motocross	March 11 2011	RESCH	3052	N/A	
Freestyle Motocross	March 12 2011	RESCH	3524	N/A	
Gamblers vs. Des Moines	March 17 2011	RESCH	1645	6398	
Blizzard vs. Bloomington	March 18 2011	RESCH	3506	3490	
Gamblers vs. Sioux Falls	March 19 2011	RESCH	4298	N/A	
Gamblers vs. Dubuque	March 20 2011	RESCH	1959	N/A	
NCAA Mens Hockey midwest Regional	March 26 2011	RESCH	3911	N/A	
NCAA Mens Hockey midwest Regional	March 27 2011	RESCH	3315	N/A	
UWGB vs. Vermont		RESCH	N/A	1361	March 2 2010
Bulls and Broncs		RESCH	N/A	2780	March 13 2010
Bulls and Broncs		RESCH	N/A	1462	March 14 2010
Disney Playhouse Live		RESCH	N/A	3929	March 20 2010
Blizzard vs. Bloomington		RESCH	N/A	3062	March 26 2010
Martina McBride		RESCH	N/A	6033	March 27 2010
Three Days Grace		RESCH	N/A	2511	March 28 2010
<b>RESCH CENTER TOTAL</b>			<b>32,323</b>	<b>38,507</b>	
<b>TOTAL FOR MARCH 2011</b>			<b>98,388</b>	<b>107,794</b>	

April 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO APPROVE THIRD AMENDMENT TO LEASE AGREEMENT  
AND THIRD AMENDMENT  
TO ASSIGNMENT AND ASSUMPTION AGREEMENT

WHEREAS, Brown County and the Green Bay Area Convention and Visitor Bureau entered a lease agreement on August 1, 1999 for a five year term commencing on the date of occupancy, and Brown County consented to an Assignment and Assumption under which Promotion Management, Inc. (PMI) assumed all the rights and obligations under the lease, except for payment of rent from the Convention and Visitor Bureau; and

WHEREAS, Brown County and the Convention and Visitor Bureau entered a First Amendment to Lease Agreement in March 2006 to extend the lease term for a five year term from June 1, 2006 and to give the Convention and Visitor Bureau the option to extend lease for one additional five year term, and the Convention and Visitor Bureau and PMI entered a First Amendment to Assignment and Assumption Agreement approved by Brown County with terms comparable to the lease amendment at the same time; and

WHEREAS, the First Amendment to Lease Agreement and the First Amendment to Assignment and Assumption Agreement required PMI to pay the sum of one million ten thousand dollars (\$1,010,000.00) per year to the Convention and Visitor Bureau and required the Convention and Visitor Bureau to pay one hundred and sixty thousand dollars (\$160,000) to Brown County for base rent each year; and

WHEREAS, Brown County and the Convention and Visitor Bureau entered a second amendment to the lease agreement in August 2008 to substitute parking lots encompassed within the lease agreement; and

WHEREAS, the Convention and Visitor Bureau now wants to exercise its right to extend the lease term for up to five years in five one year terms to commence on June 1, 2011 in a Third Amendment to Lease Agreement and requests Brown County's approval of a Third Amendment to Assignment and Assumption Agreement containing the same extension of term provisions; and

WHEREAS, the Convention and Visitor Bureau's base rent payment as stated above and PMI's payment to the Convention and Visitor Bureau will remain the same during the first one year extension, but will be subject to negotiation prior to future one year terms.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves, on behalf of Brown County, the attached "Third Amendment to Lease Agreement" which incorporates terms of the lease agreement and the first and second amendments to the lease agreement.

BE IT FURTHER RESOLVED that Brown County by the Board of Supervisors, consents to the terms and conditions of the attached Third Amendment to Assignment and Assumption Agreement between the Convention and Visitor Bureau which incorporates the Assignment and Assumption Agreement and the first and second amendments to the Assignment and Assumption Agreement.

Respectfully submitted,

EDUCATION & RECREATION  
COMMITTEE

## EXECUTIVE COMMITTEE

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Authored by: Corporation Counsel

**Fiscal Impact:** This resolution does not require an appropriation from the General Fund. This resolution approves a continuation of the current base rent from the Green Bay Area Convention and Visitor Bureau to Brown County.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

12a

### THIRD AMENDMENT TO LEASE AGREEMENT

This Third Amendment to Lease Agreement (hereinafter the "Third Amendment") is made and entered into this \_\_\_\_ day of March, 2011, effective June 1, 2011, by and between Brown County, Wisconsin (hereinafter referred to as "Tenant") and Greater Green Bay Convention and Visitor Bureau, Inc. ("CVB"), a Wisconsin nonstock corporation, with its offices located at 1901 South Oneida Street, Green Bay, Wisconsin (hereinafter referred to as "Subtenant") and formerly known as Green Bay Area Visitor and Convention Bureau, Inc. ("VCB").

#### WITNESSETH:

WHEREAS, Tenant and Subtenant did enter into a Lease Agreement dated August 1, 1999 (the "Lease Agreement") wherein the Tenant did lease to Subtenant as follows:

The Resch Center (therein described as a new Arena to be constructed using proceeds from a tax-exempt borrowing), the Brown County Veterans Memorial Arena; the existing Exposition Hall; and its adjacent parking and vacant land attached to the Lease Agreement all in the Village of Ashwaubenon, Brown County, Wisconsin and generally described as the "Veterans Memorial Complex."

WHEREAS, Tenant and Subtenant did enter into a First Amendment to Lease Agreement on March 15, 2006, effective June 1, 2006 (the "First Amendment") for purposes of extending the lease term and incorporating within the Veterans Memorial Complex the former Hall of Fame Building and the previously identified Youth Hockey lot for parking; and

WHEREAS, the parties entered into a Second Amendment to Lease Agreement on August 20, 2008, effective September 1, 2008 (the "Second Amendment") whereby the Youth Hockey Lot was removed from the Leased Premises and the lot known as the "Blue Lot" was included as part of the Veterans Memorial Complex; and

WHEREAS, the term of the Lease as extended by the First Amendment is set to expire on May 31, 2011 and the Subtenant has the right, pursuant to the First Amendment, to renew the Lease for an additional five (5) year term, at its option, however, the Subtenant is requesting that the additional five (5) year term be broken down into individual single year terms in order to accommodate its position with Promotion Management, Inc. ("PMI"), which has assumed all of the obligations of CVB under the Lease Agreement, as amended by the First Amendment, except for the Base Rent.

NOW THEREFORE, in consideration of mutual covenants, terms and conditions and the Lease Agreement and First Amendment, the parties do hereby agree as follows:

**FIRST:** Term of Lease. The provisions under the Lease Agreement at paragraph 1.1 and 1.2 are deleted in their entirety and the following is inserted in lieu thereof:

1.1 This Lease shall commence on June 1, 2011, and continue for a period of one (1) year thereafter (the "Term").

1.2 The Lease shall be renewable for four (4) additional one (1) year terms at the option of the Subtenant. If the Subtenant opts to renew this Lease, the renewal shall continue pursuant to the terms and conditions of the Lease Agreement, the First Amendment and the Second Amendment, except for rent which may be renegotiated.

**SECOND** Except for the modifications set forth in this Third Amendment, all other terms and conditions of the Lease Agreement as amended by the Third Amendment are hereby ratified, adopted and confirmed.

IN WITNESS WHEREOF, the parties have signed this Second Amendment to Lease Agreement the day and year first above written.

Attest:

**SUBTENANT:**

Greater Green Bay Convention and  
Visitor Bureau, Inc.

By: \_\_\_\_\_

Brad Toll, President

By: \_\_\_\_\_

Adrian T. Ulatowski, Chairman

Attest:

**TENANT:**

Brown County, Wisconsin

By: \_\_\_\_\_

Thomas Hinz, County Executive



**THIRD AMENDMENT TO ASSIGNMENT  
AND ASSUMPTION AGREEMENT**

This Third Amendment to Assignment and Assumption Agreement (hereinafter the "Third Amendment to Assignment") is made and entered into this \_\_\_\_ day of March, 2011, effective June 1, 2011, by and between the Greater Green Bay Convention and Visitor Bureau, Inc., a Wisconsin non-stock, non-profit corporation, with its offices located at 1901 South Oneida Street, Green Bay, Wisconsin ("CVB") formerly known as the Green Bay Area Visitor and Convention Bureau, Inc., ("VCB") and Promotional Management, Inc., a Wisconsin non-stock corporation, with its offices located 1901 South Oneida Street, Green Bay, Wisconsin ("PMI").

WHEREAS, CVB is a Subtenant under that certain Lease Agreement dated August 1, 1999 (the "Lease Agreement") by and between Subtenant and Brown County, Wisconsin (the "Tenant"); and

WHEREAS, the Lease Agreement was amended by the parties to extend the Lease term as well as to provide for additional space to be incorporated within the Lease Agreement, that being the Hall of Fame Building and also providing for the control of that parcel of land formerly identified as the Youth Hockey lot for parking by the Subtenant, which First Amendment to Lease Agreement was dated March 15, 2006, effective June 1, 2006 (the "First Amendment"); and

WHEREAS, the parties entered into the Second Amendment to Lease Agreement dated August 20, 2008, effective September 1, 2008 (the "Second Amendment") whereby the Youth Hockey Lot was removed from the Leased Premises and the lot known as the "Blue Lot" was added to be part of the Veterans Memorial Complex; and

WHEREAS, the parties did execute an Assignment and Assumption Agreement on February 25, 2002, effective June 3, 1999, (the "Assignment and Assumption Agreement"), which was amended by the First Amendment to Assignment and Assumption Agreement dated March 15, 2006 (the "First Amendment to Assignment") for purposes of incorporating the modifications made to the Lease Agreement by the First Amendment; and

WHEREAS, the parties further modified the Assignment and Assumption Agreement to acknowledge the changes to the Lease Agreement by the Second Amendment (the "Second Amendment to Assignment and Assumption Agreement"); and

WHEREAS, PMI and CVB acknowledge that the Lease Agreement, as amended by the First Amendment, is set to expire on May 31, 2011, and the CVB has the right to extend the term with the Tenant for an additional five (5) years, but the parties prefer to have the Lease renewed for a one (1) year period of time with the right to extend for an additional period of one (1) year each over a four (4) year period of time and the Tenant has agreed to such a modification.

NOW, THEREFORE, in consideration of the mutual covenants, terms, conditions and the Assignment and Assumption Agreement, as amended, the parties do hereby agree as follows:

*FIRST* The provisions under the Assignment and Assumption Agreement at Paragraph 3 are deleted in their entirety and the following is inserted in lieu thereof:

**3. Payment:**

a. PMI shall pay to VCB during the term of the Lease Agreement commencing June 1, 2011 through May 31, 2012 (the "Term") the sum of One Million Ten Thousand Dollars (\$1,010,000.00) annually, in equal twelve (12) monthly installments commencing on the 1st day of June, 2011, and continuing on the 1st day of each month thereafter during the Term.

In the event that the Lease Agreement is renewed for additional one (1) year term(s), the Assignment and Assumption Agreement shall likewise be renewed under continuing terms and conditions except for the rent payment which shall be subject to negotiation by the parties.

*SECOND* Leased Premises Definition. The parties acknowledge that the Leased Premises includes the Veterans Memorial Complex as defined in the Lease Agreement, together with the former Hall of Fame Building and the lot known as the "Blue Lot" but that the former Youth Hockey Lot is no longer part of the Veterans Memorial Complex.

*THIRD* Except for the modifications set forth in this Third Amendment to Assignment and Assumption all other terms and conditions set forth in the Assignment and Assumption Agreement, as amended by the First Amendment to Assignment and Assumption Agreement, and the Second Amendment to Assignment and Assumption Agreement, are hereby ratified, adopted and confirmed.

IN WITNESS WHEREOF, the parties have signed this Third Amendment to Assignment and Assumption the day and year first above written.

Attest:

Greater Green Bay Convention and  
Visitor Bureau, Inc.

\_\_\_\_\_

By:

\_\_\_\_\_  
Brad Toll, President

\_\_\_\_\_

By:

\_\_\_\_\_  
Adrian T. Ulatowski, Chairman

Attest:

Promotion Management, Inc.

\_\_\_\_\_

By:

\_\_\_\_\_  
\*  
\_\_\_\_\_

Approved as to form and content this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Thomas Hinz, County Executive

## ZOO MONTHLY ACTIVITY REPORT

### For March 2011

1. Operations Report
2. Education/Volunteer Programs Report
3. Curator Report
4. Maintenance Supervisor Report
5. Zoo Director Report

FOX 11 programs weekly

Attended Zoo Society Building subcommittee meetings

Leadership training attended on 3/8/11

Attended Zoo Society Building Committee meeting regarding New Education Center

Capstone project meetings attended on 3/16/11

Speaking engagement at UW FOX Valley Scholar series "Zoo Fitness"

Administrative meeting attended on 2/23/11

Lion transport /AZA meeting in Memphis and Chattanooga from 3-20-11 to 3/24/11.

Truck trailer accident on way back near Milwaukee on I-43 Ice conditions

**NEW ZOO**  
**ADMISSIONS REVENUE ATTENDANCE**  
**2011 REPORT**  
**2009, 2010, 2011**

**ATTENDANCE**

MONTH	2009	2010	2011
January	806	834	592
February	2,524	1,649	1,240
March	6,941	11,754	4,112
April	22,456	29,292	
May	42,282	38,070	
June	53,597	41,647	
July	56,199	39,142	
August	42,035	42,345	
September	21,738	17,938	
October	14,165	27,836	
November	6,020	2,571	
December	1,292	1,266	
<b>TOTAL</b>	<b>270,055</b>	<b>254,344</b>	<b>5,944</b>

**ADMISSION & DONATIONS**

MONTH	2009		2010		2011	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN
January	1,773.00	1,042.55	1,532.00	590.80	1,239.00	389.55
February	5,824.00	600.36	3,714.10	41.00	2,506.00	429.78
March	15,750.25	281.06	27,371.74	184.00	9,465.00	83.95
April	39,286.50	718.31	57,448.67	931.97		
May	123,197.16	755.50	118,802.99	427.56		
June	117,308.93	845.03	112,869.92	385.04		
July	151,684.20	1,337.71	115,654.19	483.99		
August	123,188.80	1,302.09	129,290.88	476.65		
September	64,341.99	968.33	50,826.50	657.88		
October	12,455.25	128.60	30,099.13	131.50		
November	14,183.50	519.69	6,103.00	251.00		
December	3,449.00	2,859.00	3,380.28	1,552.00		
<b>TOTAL</b>	<b>\$672,442.58</b>	<b>\$11,358.23</b>	<b>\$657,093.40</b>	<b>\$6,113.39</b>	<b>\$13,210.00</b>	<b>\$903.28</b>
						<b>(19407.84)</b>
						<b>\$2.46</b>
						<b>\$2.43</b>
						<b>\$2.14</b>

14 (axi)

# Attendance Numbers

March 2011.xls

Weekday	Date	Total	Members	Free	% Members	% Free
Tue	1	22	4	4	18.18%	18.18%
Wed	2	25	4	14	16.00%	56.00%
Thu	3	8	0	0	0.00%	0.00%
Fri	4	7	3	0	42.86%	0.00%
Sat	5	112	14	14	12.50%	12.50%
Sun	6	114	43	6	37.72%	5.26%
Mon	7	58	16	12	27.59%	20.69%
Tue	8	33	15	1	45.45%	3.03%
Wed	9	3	0	3	0.00%	100.00%
Thu	10	20	11	0	55.00%	0.00%
Fri	11	263	113	22	42.97%	8.37%
Sat	12	109	33	8	30.28%	7.34%
Sun	13	158	53	10	33.54%	6.33%
Mon	14	123	38	3	30.89%	2.44%
Tue	15	141	50	9	35.46%	6.38%
Wed	16	424	157	138	37.03%	32.55%
Thu	17	77	26	4	33.77%	5.19%
Fri	18	154	53	16	34.42%	10.39%
Sat	19	846	284	60	33.57%	7.09%
Sun	20	16	2	0	12.50%	0.00%
Mon	21	375	144	22	38.40%	5.87%
Tue	22	15	13	0	86.67%	0.00%
Wed	23	0	0	0	#DIV/0!	#DIV/0!
Thu	24	9	7	0	77.78%	0.00%
Fri	25	25	2	8	8.00%	32.00%
Sat	26	122	12	9	9.84%	7.38%
Sun	27	159	48	3	30.19%	1.89%
Mon	28	88	10	8	11.36%	9.09%
Tue	29	57	19	6	33.33%	10.53%
Wed	30	256	40	99	15.63%	38.67%
Thu	31	293	98	17	33.45%	5.80%
Totals		3,506	1,155	374	32.94%	10.67%

Total Paid

1,977

56.39%



**NEW ZOO  
GIFT SHOP, MAYAN  
ZOO PASS REVENUE**

**2011 REPORT  
2009, 2010, 2011**

<b>Paws &amp; Claws Gift Shop</b>					<b>2009</b>	<b>2010</b>	<b>2011</b>
					<b>PER</b>	<b>PER</b>	<b>PER</b>
					<b>CAP</b>	<b>CAP</b>	<b>CAP</b>
2009	2010	2011	(-)/(+)				
January	\$ 830.17	\$ 1,100.43	\$ 850.64	\$ (249.79)	\$1.03	\$ 1.32	1.44
February	\$ 2,830.32	\$ 1,733.75	\$ 1,813.73	\$ 79.98	\$1.12	\$1.05	1.46
March	\$ 5,913.59	\$ 10,694.13	\$ 4,436.34	\$ (6,257.79)	\$0.87	\$ 0.91	1.08
April	\$ 15,107.46	\$ 25,606.74			\$0.67	\$ 0.87	
May	\$ 36,771.02	\$ 41,462.02			\$0.87	\$ 1.09	
June	\$44,494.48	\$45,906.57			\$0.83	\$ 1.10	
July	\$ 49,436.74	\$ 44,312.40			\$0.89	\$ 1.13	
August	\$ 41,274.65	\$ 48,932.87			\$0.98	\$ 1.16	
September	\$ 16,858.13	\$ 16,193.99			\$0.78	\$ 0.90	
October	\$ 13,326.57	\$ 17,078.70			\$0.94	\$ 0.61	
November	\$ 4,147.86	\$ 2,444.98			\$0.69	\$ 0.97	
December	\$1,708.66	\$1,847.89			\$1.32	\$ 1.46	
<b>TOTAL</b>	<b>\$ 232,699.65</b>	<b>\$ 257,314.47</b>	<b>\$ 7,100.71</b>	<b>\$ (6,427.60)</b>	<b>\$ 0.92</b>	<b>\$ 1.05</b>	<b>\$ 1.33</b>

<b>Mayan Taste of Tropic</b>					<b>2009</b>	<b>2010</b>	<b>2011</b>
					<b>PER</b>	<b>PER</b>	<b>PER</b>
					<b>CAP</b>	<b>CAP</b>	<b>CAP</b>
2009	2010	2011	(-)/(+)				
January	\$ 589.33	\$ 1,702.25	\$ 974.96	\$ (727.29)	\$0.73	\$2.04	\$1.65
February	\$ 1,773.79	\$ 2,542.97	\$ 1,677.23	\$ (865.74)	\$0.70	\$1.54	\$1.35
March	\$ 4,509.88	\$ 13,071.01	\$ 4,831.74	\$ (8,239.27)	\$0.66	\$1.11	\$1.18
April	\$ 13,320.22	\$ 22,461.64			\$0.59	\$0.77	
May	\$ 32,991.35	\$ 40,170.65			\$0.78	\$1.06	
June	\$38,201.67	\$44,864.86			\$0.71	\$1.08	
July	\$ 44,643.82	\$ 48,815.59			\$0.79	\$1.25	
August	\$ 41,662.95	\$ 52,917.17			\$0.99	\$1.25	
September	\$ 16,925.85	\$ 19,543.36			\$0.78	\$1.09	
October	\$ 12,192.65	\$ 22,334.07			\$0.86	\$0.80	
November	\$ 4,135.12	\$ 2,874.40			\$0.69	\$1.12	
December	\$ 1,960.99	\$ 1,797.83			\$1.52	\$1.42	
<b>TOTAL</b>	<b>\$ 212,907.62</b>	<b>\$ 273,095.80</b>	<b>\$ 7,483.93</b>	<b>\$ (9,832.30)</b>	<b>\$0.82</b>	<b>\$ 1.21</b>	<b>\$1.39</b>

<b>ZOO PASS</b>							
<b>MONTH</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>(-)/(+)</b>	<b>NEW</b>	<b>RENEWAL</b>	<b>TOTAL</b>
January	\$ 1,827.00	\$2,317.00	\$1,385.00	\$ (932.00)	7	17	24
February	\$ 3,977.00	\$ 3,177.00	\$ 2,485.00	\$ (692.00)	14	27	41
March	\$ 12,073.00	\$17,882.00	\$8,042.00	\$ (9,840.00)	40	87	127
April	\$ 20,447.00	\$ 24,530.00					
May	\$ 32,600.00	\$ 28,047.00					
June	\$23,237.00	\$25,770.00					
July	\$ 20,025.00	\$ 18,033.00					
August	\$ 12,308.00	\$ 14,188.00					
September	\$ 7,278.00	\$ 6,816.00					
October	\$ 2,739.00	\$ 5,581.00					
November	\$ 3,944.00	\$ 4,494.00					
December	\$ 8,273.00	\$ 8,660.00					
<b>TOTAL</b>	<b>\$ 148,728.00</b>	<b>\$ 159,495.00</b>	<b>\$ 11,912.00</b>	<b>\$ (11,464.00)</b>	<b>61</b>	<b>131</b>	<b>192</b>

14/09/11

# Gift Shop, Mayan and Admissions Revenue March 2011.xls

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/zoo	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Tue	1	3.99	33.73	59.00	37.91	239.00	-	-	-	-	-	22	34.1
Wed	2	14.98	12.19	31.00	18.96	121.00	-	-	-	-	-	25	20.1
Thu	3	57.18	13.94	32.00	21.80	-	-	-	-	-	50.00	8	31.2
Fri	4	48.34	21.03	20.00	4.74	64.00	-	-	-	-	-	7	34.2
Sat	5	151.40	198.82	347.00	90.05	54.00	30.00	-	0.25	-	125.00	112	30.2
Sun	6	97.10	116.49	283.00	111.23	128.00	-	-	-	-	-	114	26.1
Mon	7	117.68	63.41	189.00	83.41	493.00	-	-	-	-	-	58	34.2
Tue	8	23.72	17.51	64.00	18.96	151.00	-	5.00	-	-	-	33	37.1
Wed	9	16.97	13.18	-	-	-	-	-	-	-	-	3	33.4
Thu	10	-	172.33	38.00	31.28	59.00	-	-	-	-	-	20	41.2.1
Fri	11	152.14	144.72	519.00	222.75	256.00	100.00	-	300.00	3.79	-	263	40.1
Sat	12	103.91	63.32	282.00	86.49	59.00	200.00	-	-	-	-	109	34.3/4.2.1
Sun	13	172.12	146.81	380.00	89.10	126.00	-	-	-	3.79	50.00	158	32.2.1
Mon	14	195.23	119.68	326.00	134.12	182.00	-	-	-	-	-	123	37.1
Tue	15	71.44	112.38	339.00	126.07	448.00	-	-	406.00	3.79	-	141	42.1
Wed	16	411.95	497.64	492.00	340.28	448.00	-	-	-	5.69	-	424	49.1
Thu	17	65.34	99.63	209.00	91.94	246.00	-	-	-	-	-	77	45.2.1.3
Fri	18	151.36	76.42	343.00	155.45	256.00	-	-	-	-	-	154	43.2
Sat	19	939.15	1,055.21	1,986.00	635.07	851.00	-	-	0.25	1.90	-	846	45.1
Sun	20	7.56	18.18	62.00	99.76	59.00	-	-	-	-	-	16	3.4
Mon	21	344.55	442.34	830.00	343.60	874.00	-	-	10.00	-	-	375	42.2
Tue	22	15.98	68.45	8.00	18.01	241.00	-	-	-	-	-	15	33.4.2
Wed	23	-	8.92	-	-	-	-	-	-	-	-	04	blizzard
Thu	24	1.25	30.03	49.00	9.48	443.00	-	-	-	-	-	9	28.1
Fri	25	91.98	50.56	129.00	43.60	192.00	15.00	-	-	-	-	25	25.1
Sat	26	176.76	176.71	420.00	176.78	64.00	-	-	-	-	-	122	23.1
Sun	27	125.69	191.14	460.00	103.32	192.00	-	53.95	-	1.90	-	159	28.1
Mon	28	196.67	132.89	279.00	126.07	646.00	-	-	-	1.90	-	88	30.1
Tue	29	53.91	126.30	132.00	82.46	359.00	150.00	25.00	-	-	-	57	36.1
Wed	30	294.10	157.00	413.00	440.05	542.00	-	-	-	-	-	256	40.1
Thu	31	333.89	450.78	744.00	253.55	249.00	-	-	-	-	-	293	0
Total		\$ 4,436.34	\$ 4,831.74	\$ 9,465.00	\$ 3,996.29	\$ 8,042.00	\$ 495.00	\$ 83.95	\$ 716.50	\$ 22.76	\$ 225.00	4,112	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Volunteers

Total Attendance

4112

14(xii)

# Miscellaneous Revenue March 2011.xls

Day	Date	Penny	Animal Feed	Giraffe	Soda	Carrousel	Train	Wootsie	Telescope	Stroller	Conservation	Claw Mach
Tue	1	-	18.00	22.00	-	-	-	-	-	-	-	-
Wed	2	-	15.00	5.00	-	-	-	-	-	-	-	-
Thu	3	-	15.00	8.00	-	-	-	-	-	-	-	-
Fri	4	-	-	5.00	-	-	-	-	-	-	-	-
Sat	5	-	53.00	42.00	-	-	-	-	-	-	0.25	-
Sun	6	8.50	62.00	45.10	-	-	-	-	1.75	-	-	-
Mon	7	-	50.00	38.00	-	-	-	-	-	-	-	-
Tue	8	-	8.00	12.00	-	-	-	-	-	-	-	-
Wed	9	-	-	-	-	-	-	-	-	-	-	-
Thu	10	-	18.00	15.00	-	-	-	-	-	-	-	-
Fri	11	-	148.00	87.00	-	-	-	-	-	4.00	300.00	-
Sat	12	9.25	57.25	23.00	-	-	-	-	1.75	-	-	-
Sun	13	-	55.00	39.00	-	-	-	-	-	4.00	-	-
Mon	14	-	96.00	45.50	-	-	-	-	-	-	-	-
Tue	15	-	80.00	53.00	-	-	-	-	-	-	-	-
Wed	16	-	244.00	115.00	-	-	-	-	-	4.00	406.00	-
Thu	17	-	66.00	31.00	-	-	-	-	-	6.00	-	-
Fri	18	-	114.00	50.00	-	-	-	-	-	-	-	-
Sat	19	-	420.00	250.00	-	-	-	-	-	-	-	-
Sun	20	33.25	65.75	2.00	-	-	-	-	-	2.00	0.25	-
Mon	21	-	236.00	126.50	-	-	-	-	4.25	-	-	-
Tue	22	-	19.00	-	-	-	-	-	-	-	10.00	-
Wed	23	-	-	-	-	-	-	-	-	-	-	-
Thu	24	-	10.00	-	-	-	-	-	-	-	-	-
Fri	25	-	32.00	14.00	-	-	-	-	-	-	-	-
Sat	26	7.50	114.00	64.00	-	-	-	-	1.00	-	-	-
Sun	27	-	49.00	60.00	-	-	-	-	-	-	-	-
Mon	28	-	133.00	-	-	-	-	-	-	2.00	-	-
Tue	29	-	52.00	35.00	-	-	-	-	-	2.00	-	-
Wed	30	-	150.00	69.00	-	-	-	-	-	-	-	-
Thu	31	-	172.00	95.50	-	-	-	-	-	-	-	245.25
Total		\$ 58.50	\$ 2,552.00	\$ 1,351.60	\$ -	\$ -	\$ -	\$ -	\$ 8.75	\$ 24.00	\$ 716.50	\$ 245.25

14(a)(ii)

## **Animal Collection Report**

### **March 2011**

Young female lions Akeelah and Jamela were transferred to their new home at the Memphis Zoo on 3/21/11. Zoo Director, Neil Anderson, drove the lions to their destination. A young male lion from the Tulsa zoo will be joining our females in Memphis and it is likely that they will be raising babies of their own in the next couple of years. The Buffalo Zoo assures me that they will be ready to receive our young male lion Asani in the near future. We do have a breeding recommendation from the lion SSP and plan to produce another litter of cubs soon. Ajia is currently implanted with birth control and we hope that there will be no lasting effects once the implant expires (or is removed).

Our oldest penguin, 30 year old Annie, was humanely euthanized last week. She had been dealing with numerous age related problems and had developed severe pneumonia in spite of recent treatments. Test results are not yet in but our vet believes cancer may have also been a factor in her decline.

A young male otter from the Erie Zoo arrived at the NEW Zoo on 3-4-11. Our staff met the Keepers from the Erie Zoo at the Potawatomi Zoo in Indiana (about 1/2 way for each institution). NEW Zoo Keepers were able to spend a good part of a day with Potawatomi Keepers. One interesting bit of information exchange : the Potawatomi Zoo has always kept their African Lions indoors during the winter when temp are less than 45 degrees. News of our sub zero loving lions might change life for the better for lions in South Bend, Indiana! Milo the otter is only a year old. He is currently under quarantine but will join Minnie in the exhibit in the near future. Thanks to Lee Anderson, recent renovations in the indoor otter holding area will allow for much nicer living conditions for Milo during the early phase of introduction.

A European Glass Lizard was donated to the zoo by a private individual recently. Although we seldom have space available to accept donated pets, this is a rather rare and unusual animal and will fit in nicely with other reptile displays in the Barth building. Glass Lizards are frequently mistaken for snakes as they do not have legs.

Donnie Mac, a pond care professional and Koi expert, has been donating his time and the use of his equipment to provide better winter living conditions for our school of Koi which are housed in the giraffe building during the winter. He has been working closely with Zookeepers over the past month.

The addition of dedicated maintenance personnel to the zoo staff has resulted in several improvements to animal welfare recently including the addition of bench structures to the indoor macaque exhibit (greatly increasing living space and social options for the animals) and improved ventilation for the giraffes.

**BUDGET ADJUSTMENT REQUEST**


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board


Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	1500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5365	Restricted Special Events	1500.00

**Narrative Justification:**

Restricted donations from Thrivent to be used towards the purchase of an event tent.

**AUTHORIZATIONS**

  
 Signature of Department Head  
 Department: NEW Zoo  
 Date: 3-9-11

  
 Signature of Executive  
 Date: 3/17/11

28  
 3/17/11

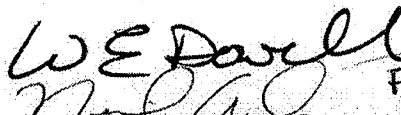
## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

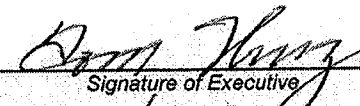
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.9002	Transfer In	667.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5300	Restricted Supplies	667.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.9003	Transfer Out	667.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5300	Supplies	667.00

## Narrative Justification:

Parks to reimburse the Zoo for faulty installation of lion enrichment item.

  
 Signature of Department Head  
 Department: NEW Zoo  
 Date: 3-9-11

## AUTHORIZATIONS

  
 Signature of Executive  
 Date: 3/17/11

es  
 3/17/11

## BUDGET ADJUSTMENT REQUEST

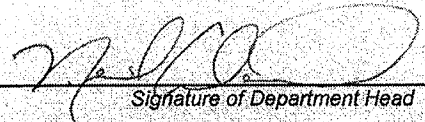
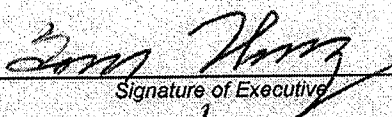
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5365	Restricted Special Events	500.00

## Narrative Justification:

Restricted donations from PCMC (\$500) to be used as sponsorship towards special event expense.

## AUTHORIZATIONS

 Signature of Department Head	 Signature of Executive
Department: <u>NEW Zoo</u> Date: <u>3-8-11</u>	Date: <u>3/17/11</u>

17  
3/17/11



Brown County

Library

Budget Status Report

2/28/2011

Annual Budget

YTD Actual

Property Taxes	\$ 6,588,239	\$ 1,098,040
Intergovtl Revenue	\$ 367,994	-
Charges for sales and services	\$ 326,130	\$ 38,739
Intergovtl charges for services	\$ -	-
Miscellaneous Revenue	\$ 7,000	\$ 305
Rent	\$ 106,350	\$ 16,148
Contributions	\$ 34,183	-
Transfer In	\$ -	-
Personnel services	\$ 3,154,940	\$ 463,594
Fringe benefits and taxes	\$ 1,538,733	\$ 252,169
Salaries reimbursement	\$ -	-
Employee costs	\$ 1,530	\$ 98
Operations & Maintenance	\$ 1,499,643	\$ 222,210
Insurance Costs	\$ -	-
Utilities	\$ 364,164	\$ 43,387
Chargebacks	\$ 817,024	\$ 114,782
Contracted services	\$ 106,838	\$ 27,094
Other	\$ -	-
Outlay	\$ 77,909	-
Transfer Out	\$ -	-

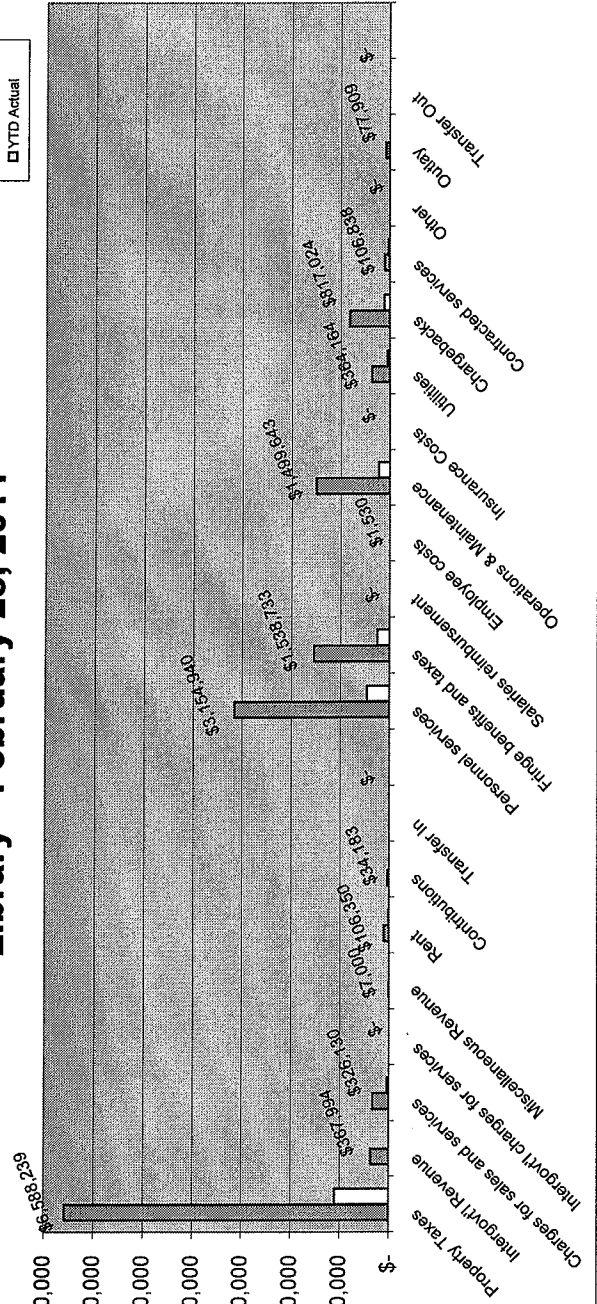
HIGHLIGHTS:

Revenues: Include a budget adjustment for the Photovoltaic project at WH in the amount of \$112,909.

Expenses: Include a budget adjustment for the Photovoltaic project at WH in the amount of \$112,909.

Library - February 28, 2011

■ Annual Budget  
□ YTD Actual



11-07

## GRANT APPLICATION REVIEW

Department: Library Preparer: Molly Hillmann (Admin) Date: March 17, 2011  
 Grant Title: EPA Environmental Education Grant Grantor Agency: EPA  
 Grant Period: 9/11 to 9/13 Grant # (if applicable): EPA-EE-11-02

Brief description of activities/items proposed under grant:

Grant would fund phase 2 (or "educational phase") of the Kress Library's Center for Sustainable Learning in DePere. Phase 1 includes installation of a large, high-profile 20-kilowatt solar-electric (photovoltaic) system on the library roof, which will be funded by FOE grant funds and private donations. The phase 2 educational component consists of four parts: 1) information kiosk; 2) children's programming; 3) adult and family programming; and 4) curriculum and instructional resources and would be the first true sustainable learning center in Northeastern Wisconsin.

Total Grant Amount: \$ 50,000 Yearly Grant Amount: \$ N/A Term of Grant: 2 years

Is this a new grant or a continuation of an existing grant? ☒ New ☐ Continuation

If a continuation, how long have we received the grant? \_\_\_\_\_

Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ No

Will the grant fund new or existing positions? ☒ Yes ☐ No If yes, explain:

Grant will fund a part-time LTE to assist with the development of the project.

Are matching resources required? ☒ Yes ☐ No If so, what is the amount of the match \$ 12,500

How will it be met? Through donations from the community and public/private partnerships

Explain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): County would be responsible for educational software license renewal and maintenance of kiosk, but these expenses would be offset by renewable energy credits that will be obtained from PV system.

Explain any maintenance of efforts once the grant ends: Maintenance of kiosk, continuation of programming and education (to be shared with educational partners) as described above.

<b>Budget Summary:</b>	Salaries:	<u>20,000</u>
	Fringe Benefits:	<u>9,500</u>
	Operation and Maintenance:	<u>10,000</u>
	Travel/Conference/Training:	<u>        </u>
	Contracted Services: ( <i>curriculum development</i> )	<u>10,000</u>
	Outlay: ( <i>monitor and software</i> )	<u>22,000</u>
	Other ( <i>list</i> ):	<u>        </u>
	<b>Total Expenditures:</b>	<u>62,500</u>
	<b>Total Revenues:</b>	<u>50,000</u>
	<b>Required County Funds:</b> ( <i>to be covered by donations</i> )	<u>12,500</u>

## APPROVALS

  
 Signature of Department Head

Date: 3-17-11

  
 Signature of Director of Administration

Date: 3/21/11

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9001	Capital Contribution	\$1,520
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.6110.100	Outlay Other (\$5,000+)	\$1,520
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.406.4301.100	Fed Grant Revenue-Stimulus	\$11,214
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.406.4904.100	Grants-Focus on Energy	\$7,588
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.406.6182.100	Construction General	\$3,626
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.013.4301.100	Fed Grant Revenue-Stimulus	\$12,982
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.013.6110.100	Outlay Other (\$5,000+)	\$12,982
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.4301.100	Fed Grant Revenue-Stimulus	\$24,823
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.4904.100	Grants-Focus on Energy	\$7,046
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6110.100	Outlay Other (\$5,000+)	\$31,869
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.001.4301.100	Fed Grant Revenue-Stimulus	\$629
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.4904.100	Grants-Focus on Energy	\$2,520
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5307.300	Repairs & Maint-Building	\$1,891

## Narrative Justification:

This budget adjustment is to align the Energy Efficiency Project costs with the bids received.

*W E Darril*

## AUTHORIZATIONS

*[Signature]*  
Signature of Department Head

*[Signature]*  
Signature of Executive

Department: *Libraries*

Date: *4/6/11*

Date: *4-5-11*

### Library 2010 Budget Carryover Detail

[illegible]

# 2010 BUDGET CARRYOVER TO 2011

PROJECTS	Project Est. Cost	Status
Books, Periodicals & Subscriptions	\$150,000	\$127,000 on order 12/31/10
Boldt & Frye - cost estimate for Central repairs	\$11,000	
SirsiDynix - software (collection agency)	\$10,000	
Reserved to balance 2011 budget	\$130,885	
Main. & ECM per Boldt & General Energy Asses:	\$280,000	Carryover adjustments will be applied to this account
<b>TOTAL</b>	<b>\$581,885</b>	

Pursuant to A-7 of the Administrative Policies and Procedures, as amended, the Brown County Library has informed the Dept. of Administration of funds to be carried over from 2010 to 2011.

\* Each year the balance available in the library accounts is carried over. The amount carried over to 2011 will be determined when the 2010 General Ledger is closed. The carryover is based upon actual funds remaining at the end of the year. The above is an estimate of funds to be carried over and the projects to be funded by the carryover.

12/31/2010

**HIGHLIGHTS:**Revenues:

YTD Revenues = \$1,275,049

Expenses:

YTD Expenses = \$1,254,456

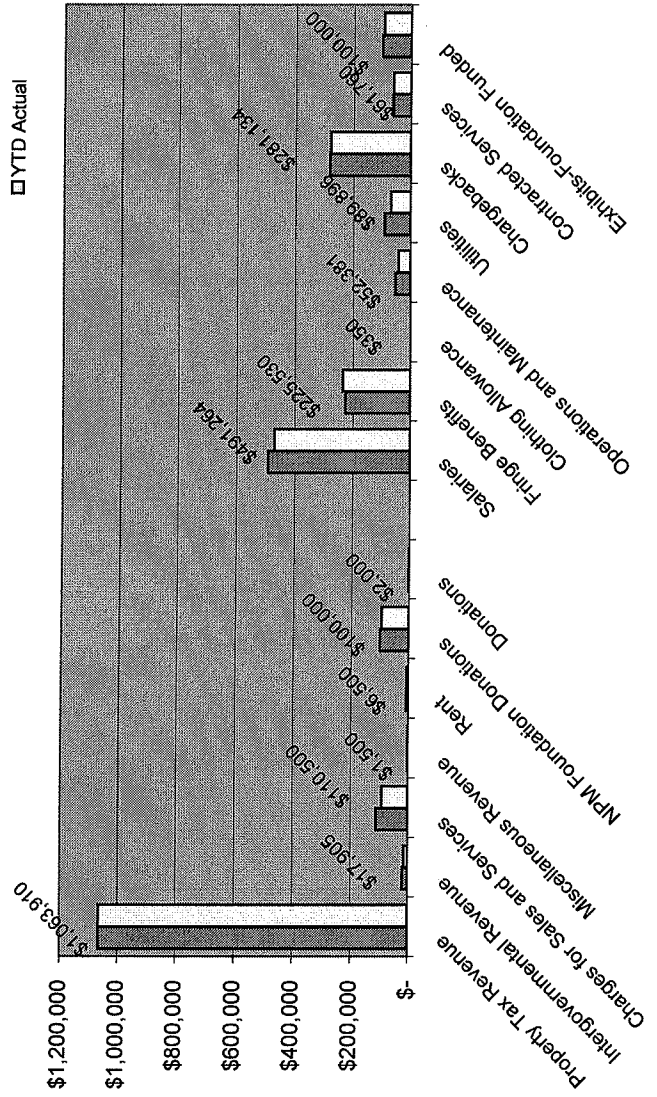
All categories are within budget. Salaries were below budget due to turnover.

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,063,910	\$ 1,063,910	100.00%
Intergovernmental Revenue	\$ 17,905	\$ 13,315	74.36%
Charges for Sales and Services	\$ 110,500	\$ 90,915	82.28%
Miscellaneous Revenue	\$ 1,500	\$ 1,500	100.00%
Rent	\$ 6,500	\$ 6,162	94.80%
NPM Foundation Donations	\$ 100,000	\$ 93,700	93.70%
Donations	\$ 2,000	\$ 851	42.55%
Salaries	\$ 491,264	\$ 468,917	95.45%
Fringe Benefits	\$ 225,530	\$ 233,644	103.60%
Clothing Allowance	\$ 350	\$ 322	92.13%
Operations and Maintenance	\$ 52,381	\$ 41,563	79.35%
Utilities	\$ 89,896	\$ 67,846	75.47%
Chargebacks	\$ 281,134	\$ 277,756	98.80%
Contracted Services	\$ 61,760	\$ 60,360	97.73%
Exhibits-Foundation Funded	\$ 100,000	\$ 93,700	93.70%

**Museum - December 31, 2010**

■ Annual Budget

□ YTD Actual



# Museum Monthly Report Through December 31, 2010

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number Fund: 100 GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Revenue									
PTX - Property taxes	\$1,063,910.00	\$0.00	\$1,063,910.00	\$88,659.13	\$0.00	\$1,063,910.00	\$0.00	100%	\$1,076,857.00
IGV - Intergovernmental	\$0.00	\$17,905.00	\$17,905.00	\$2,717.34	\$0.00	\$13,314.75	\$4,590.25	74%	\$0.00
CSS - Charges for sales and services	\$110,500.00	\$0.00	\$110,500.00	\$17,416.50	\$0.00	\$90,915.06	\$19,584.94	82%	\$87,916.11
MRV - Miscellaneous revenue	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	100%	\$1,250.00
RNT - Rent	\$6,500.00	\$0.00	\$6,500.00	\$595.00	\$0.00	\$6,161.96	\$338.04	95%	\$5,480.00
CTB - Contributions	\$102,000.00	\$0.00	\$102,000.00	\$31,781.80	\$0.00	\$94,551.32	\$7,448.68	93%	\$97,509.61
TRI - Transfer in	\$0.00	\$4,696.00	\$4,696.00	\$4,696.00	\$0.00	\$4,696.00	\$0.00	100%	\$5,744.00
Revenue Totals	\$1,284,410.00	\$22,601.00	\$1,307,011.00	\$145,865.77	\$0.00	\$1,275,049.09	\$31,961.91	98%	\$1,274,756.72
Expense									
PER - Personnel services	\$483,522.00	\$11,293.00	\$494,815.00	\$48,048.89	\$0.00	\$468,916.72	\$25,898.28	95%	\$480,977.56
FBT - Fringe benefits and taxes	\$224,067.00	\$2,608.00	\$226,675.00	\$22,330.92	\$0.00	\$233,644.29	(\$6,969.29)	103%	\$220,275.38
EMP - Employee costs	\$350.00	\$0.00	\$350.00	\$197.49	\$0.00	\$322.44	\$27.56	92%	\$317.15
OPM - Operations and maintenance	\$44,081.00	\$8,300.00	\$52,381.00	\$2,313.42	\$0.00	\$41,563.26	\$10,817.74	79%	\$32,136.97
INS - Insurance costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
UTL - Utilities	\$89,896.00	\$0.00	\$89,896.00	\$5,907.62	\$0.00	\$78,193.88	\$11,702.12	87%	\$84,910.98
CHG - Chargebacks	\$281,134.00	\$0.00	\$281,134.00	\$23,364.05	\$0.00	\$277,755.68	\$3,378.32	99%	\$275,551.08
CON - Contracted services	\$61,360.00	\$400.00	\$61,760.00	\$4,994.53	\$0.00	\$60,360.34	\$1,399.66	98%	\$78,401.37
OTH - Other	\$100,000.00	\$0.00	\$100,000.00	\$31,475.12	\$0.00	\$93,700.26	\$6,299.74	94%	\$93,794.60
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$30,000.00
Revenue Totals:	\$1,284,410.00	\$22,601.00	\$1,307,011.00	\$145,865.77	\$0.00	\$1,275,049.09	\$31,961.91	98%	\$1,274,756.72
Expenditure Totals:	\$1,284,410.00	\$22,601.00	\$1,307,011.00	\$138,632.04	\$0.00	\$1,254,456.87	\$52,554.13	96%	\$1,236,365.09
<b>Fund Totals: GF</b>	\$0.00	\$0.00	\$0.00	\$7,233.73	\$0.00	\$20,592.22	(\$20,592.22)		\$38,391.63



# Museum Monthly Report Through December 31, 2010

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$1,284,410.00	\$22,601.00	\$1,307,011.00	\$145,865.77	\$0.00	\$1,275,049.09	\$31,961.91	98%	\$1,274,756.72
Expenditure Grand Totals:	\$1,284,410.00	\$22,601.00	\$1,307,011.00	\$138,632.04	\$0.00	\$1,254,456.87	\$52,554.13	96%	\$1,236,365.09
Grand Totals:	\$0.00	\$0.00	\$0.00	\$7,233.73	\$0.00	\$20,592.22	(\$20,592.22)		\$38,391.63

# Museum Monthly Report Through January 31, 2011

Summary - through 1/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$957,155.00	\$0.00	\$957,155.00	\$79,762.92	\$0.00	\$79,762.92	\$877,392.08	8%	\$1,063,910.00
IGV - Intergovernmental	\$42,715.00	\$0.00	\$42,715.00	\$4,076.01	\$0.00	\$4,076.01	\$38,638.99	10%	\$13,314.75
CSS - Charges for sales and services	\$124,290.00	\$0.00	\$124,290.00	\$6,361.48	\$0.00	\$6,361.48	\$117,928.52	5%	\$90,915.06
MRV - Miscellaneous revenue	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$1,500.00
RNT - Rent	\$6,500.00	\$0.00	\$6,500.00	\$450.00	\$0.00	\$450.00	\$6,050.00	7%	\$6,161.96
CTB - Contributions	\$102,000.00	\$0.00	\$102,000.00	\$55.40	\$0.00	\$55.40	\$101,944.60	0%	\$94,551.32
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$4,696.00
Revenue Totals	\$1,234,160.00	\$0.00	\$1,234,160.00	\$90,705.81	\$0.00	\$90,705.81	\$1,143,454.19	7%	\$1,275,049.09
Expense									
PER - Personnel services	\$454,835.00	\$0.00	\$454,835.00	\$25,506.64	\$0.00	\$25,506.64	\$429,328.36	6%	\$468,916.72
FBT - Fringe benefits and taxes	\$239,950.00	\$0.00	\$239,950.00	\$13,213.85	\$0.00	\$13,213.85	\$226,736.15	6%	\$233,644.29
EMP - Employee costs	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0%	\$322.44
OPM - Operations and maintenance	\$42,523.00	\$0.00	\$42,523.00	\$4,370.76	\$2,400.00	\$4,370.76	\$35,752.24	16%	\$41,563.26
INS - Insurance costs	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%	\$0.00
UTL - Utilities	\$85,950.00	\$0.00	\$85,950.00	\$0.30	\$0.00	\$0.30	\$85,949.70	0%	\$78,193.88
CHG - Chargebacks	\$245,820.00	\$0.00	\$245,820.00	\$19,662.08	\$0.00	\$19,662.08	\$226,157.92	8%	\$277,755.68
CON - Contracted services	\$63,682.00	\$0.00	\$63,682.00	\$4,660.73	\$59,021.27	\$4,660.73	\$0.00	100%	\$60,360.34
OTH - Other	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$93,700.26
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$90,705.81	\$0.00	\$90,705.81	\$1,143,454.19	7%	\$1,275,049.09
Expenditure Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$67,414.36	\$61,421.27	\$67,414.36	\$1,105,324.37	10%	\$1,254,456.87
<b>Fund Totals: GF</b>	\$0.00	\$0.00	\$0.00	\$23,291.45	(\$61,421.27)	\$23,291.45	\$38,129.82		\$20,592.22

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# Museum Monthly Report Through January 31, 2011

Summary - through 1/31/2011

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$90,705.81	\$0.00	\$90,705.81	\$1,143,454.19	7%	\$1,275,049.09
Expenditure Grand Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$67,414.36	\$61,421.27	\$67,414.36	\$1,105,324.37	10%	\$1,254,456.87
Grand Totals:	\$0.00	\$0.00	\$0.00	\$23,291.45	(\$61,421.27)	\$23,291.45	\$38,129.82		\$20,592.22

# Museum Monthly Report Through February 28, 2011

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$957,155.00	\$0.00	\$957,155.00	\$79,762.92	\$0.00	\$159,525.84	\$797,629.16	17%	\$1,063,910.00
IGV - Intergovernmental	\$42,715.00	\$0.00	\$42,715.00	\$2,188.08	\$0.00	\$6,264.09	\$36,450.91	15%	\$13,314.75
CSS - Charges for sales and services	\$124,290.00	\$0.00	\$124,290.00	\$6,185.00	\$0.00	\$12,546.48	\$111,743.52	10%	\$90,915.06
MRV - Miscellaneous revenue	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$1,500.00
RNT - Rent	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$450.00	\$6,050.00	7%	\$6,161.96
CTB - Contributions	\$102,000.00	\$0.00	\$102,000.00	\$96.46	\$0.00	\$151.86	\$101,848.14	0%	\$94,551.32
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$4,696.00
Revenue Totals	\$1,234,160.00	\$0.00	\$1,234,160.00	\$88,232.46	\$0.00	\$178,938.27	\$1,055,221.73	14%	\$1,275,049.09
Expense									
PER - Personnel services	\$454,835.00	\$0.00	\$454,835.00	\$31,470.80	\$0.00	\$56,977.44	\$397,857.56	13%	\$468,916.72
FBT - Fringe benefits and taxes	\$239,950.00	\$0.00	\$239,950.00	\$14,088.89	\$0.00	\$27,302.74	\$212,647.26	11%	\$233,644.29
EMP - Employee costs	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0%	\$322.44
OPM - Operations and maintenance	\$42,523.00	\$0.00	\$42,523.00	\$2,789.75	\$2,400.00	\$7,160.51	\$32,962.49	22%	\$41,563.26
INS - Insurance costs	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%	\$0.00
UTL - Utilities	\$85,950.00	\$0.00	\$85,950.00	\$12,063.70	\$0.00	\$12,064.00	\$73,886.00	14%	\$78,193.88
CHG - Chargebacks	\$245,820.00	\$0.00	\$245,820.00	\$19,753.86	\$0.00	\$39,415.94	\$206,404.06	16%	\$277,755.68
CON - Contracted services	\$63,682.00	\$0.00	\$63,682.00	\$6,659.65	\$52,361.62	\$11,320.38	\$0.00	100%	\$60,360.34
OTH - Other	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$93,700.26
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$88,232.46	\$0.00	\$178,938.27	\$1,055,221.73	14%	\$1,275,049.09
Expenditure Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$86,826.65	\$54,761.62	\$154,241.01	\$1,025,157.37	17%	\$1,254,456.87
<b>Fund Totals: GF</b>	\$0.00	\$0.00	\$0.00	\$1,405.81	(\$54,761.62)	\$24,697.26	\$30,064.36		\$20,592.22

# Museum Monthly Report Through February 28, 2011

Summary - through 2/28/2011

## Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$88,232.46	\$0.00	\$178,938.27	\$1,055,221.73	14%	\$1,275,049.09
Expenditure Grand Totals:	\$1,234,160.00	\$0.00	\$1,234,160.00	\$86,826.65	\$54,761.62	\$154,241.01	\$1,025,157.37	17%	\$1,254,456.87
Grand Totals:	\$0.00	\$0.00	\$0.00	\$1,405.81	(\$54,761.62)	\$24,697.26	\$30,064.36		\$20,592.22

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1/31/2011

**HIGHLIGHTS:****Revenues:**

YTD Revenues = \$90,706

**Expenses:**

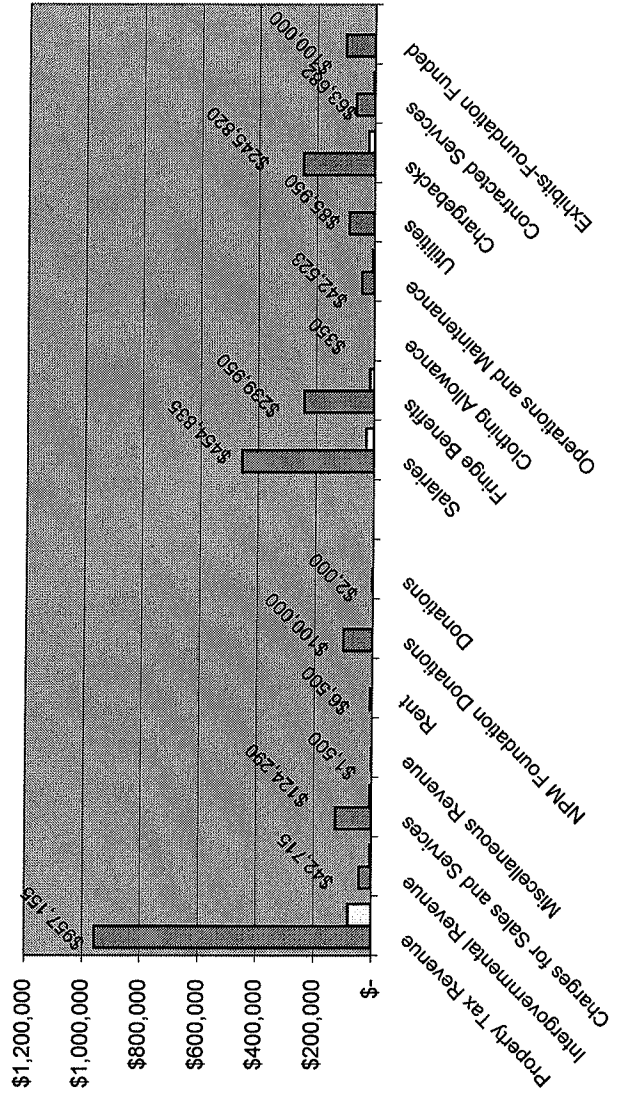
YTD Expenses = \$67,414

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 957,155	\$ 79,763	8.33%
Intergovernmental Revenue	\$ 42,715	\$ 4,076	9.54%
Charges for Sales and Services	\$ 124,290	\$ 6,361	5.12%
Miscellaneous Revenue	\$ 1,500	\$ -	0.00%
Rent	\$ 6,500	\$ 450	6.92%
NPM Foundation Donations	\$ 100,000	\$ -	0.00%
Donations	\$ 2,000	\$ 55	2.77%
Salaries	\$ 454,835	\$ 25,507	5.61%
Fringe Benefits	\$ 239,950	\$ 13,214	5.51%
Clothing Allowance	\$ 350	\$ -	0.00%
Operations and Maintenance	\$ 42,523	\$ 4,371	10.28%
Utilities	\$ 85,950	\$ -	0.00%
Chargebacks	\$ 245,820	\$ 19,622	7.98%
Contracted Services	\$ 63,682	\$ 4,661	7.32%
Exhibits-Foundation Funded	\$ 100,000	\$ -	0.00%

**Museum - January 31, 2011**

■ Annual Budget

□ YTD Actual



**HIGHLIGHTS:**

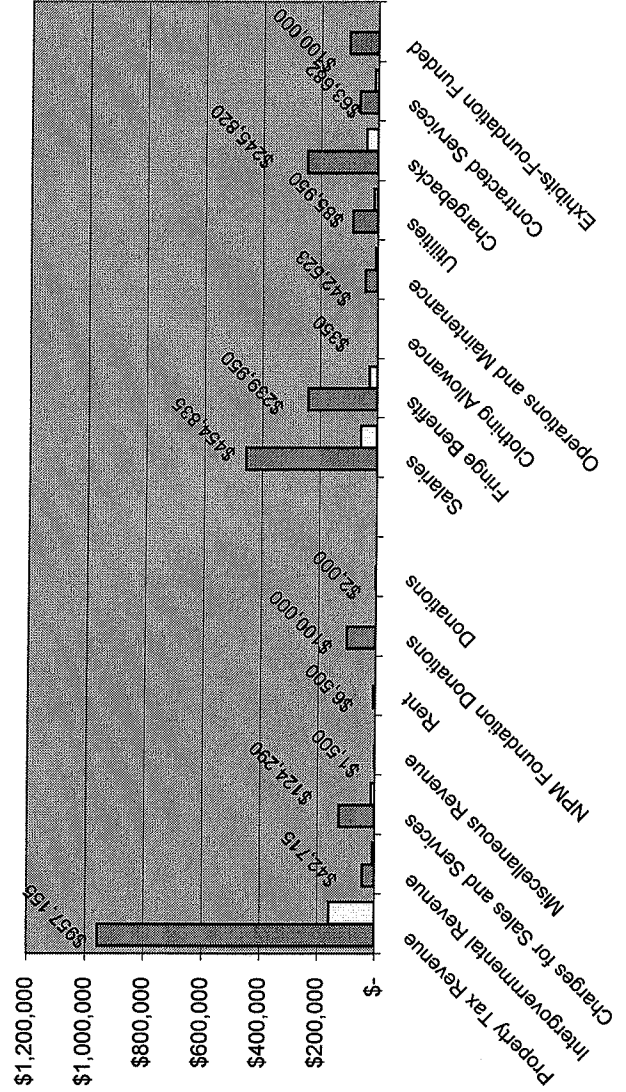
Revenues:  
YTD Revenues = \$178,938

Expenses:  
YTD Expenses = \$154,241

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 957,155	\$ 159,526	16.67%
Intergovernmental Revenue	\$ 42,715	\$ 6,264	14.66%
Charges for Sales and Services	\$ 124,290	\$ 12,546	10.09%
Miscellaneous Revenue	\$ 1,500	\$ -	0.00%
Rent	\$ 6,500	\$ 450	6.92%
NPM Foundation Donations	\$ 100,000	\$ -	0.00%
Donations	\$ 2,000	\$ 152	7.59%
Salaries	\$ 454,835	\$ 56,977	12.53%
Fringe Benefits	\$ 239,950	\$ 27,302	11.38%
Clothing Allowance	\$ 350	\$ -	0.00%
Operations and Maintenance	\$ 42,523	\$ 7,161	16.84%
Utilities	\$ 85,950	\$ 12,064	14.04%
Chargebacks	\$ 245,820	\$ 39,416	16.03%
Contracted Services	\$ 63,682	\$ 11,320	17.78%
Exhibits-Foundation Funded	\$ 100,000	\$ -	0.00%

**Museum - February 28, 2011**

■ Annual Budget  
□ YTD Actual



**Neville Public Museum Attendance and Admissions  
February 2011**

**Attendance 2011**

Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Tues	12		2	4	1				63	82	\$60
2	Wed	16	3	3	21	4	86	40	2	146	321	\$257
3	Thurs	8	1		13				1	120	143	\$43
4	Fri	29		9	16	3			1	223	281	\$145
5	Sat	66	20	13	14	9					122	\$390
6	Sun	76	24	15	15	10					140	\$62
7	Mon	9	8	3	5	5					30	\$69
8	Tues	13	4	2	5	1	65			38	128	\$207
9	Wed	25	1	6	11	7		79	1	120	250	\$142
10	Thurs	9	4	4	7	8	136		2	69	239	\$329
11	Fri	20		3	14	1	1		1	23	63	\$132
12	Sat	100	18	21	5	3	24			9	180	\$602
13	Sun	57	14	12	5	6			3		97	\$327
14	Mon	19	1	8	4	3			3		38	\$98
15	Tues	7	2	7	8	66			1	43	134	\$177
16	Wed	15	1	8	23	3	11	62		225	348	\$100
17	Thurs	10	4	4	30	7	11			194	260	\$92
18	Fri	39	12	23	9	7	39			165	294	\$421
19	Sat	141	39	61		4	7		1	17	270	\$836
20	Sun	28	4	6	1				1		40	\$152
21	Mon	8	7	1	2					8	26	\$61
22	Tues	16	1	2	4	3	136		1	133	296	\$364
23	Wed	12	2	6	17	4	54	33	4	94	226	\$174
24	Thurs	21	5	5	24		20		4	116	195	\$205
25	Fri	30	4	13	12	3	89		3	162	316	\$341
26	Sat	97	32	30	4	1	4		4	23	195	\$589
27	Sun	46	16	14	4	5					85	\$273
28	Mon	10	4	4	9	6			1	62	96	\$62
<b>TOTAL</b>		939	231	285	286	170	683	214	34	2,053	<b>4,895</b>	<b>\$6,710</b>

Visitors =	4,895
Outreach =	60
<b>Grand Total Visitors &amp; Outreach</b>	<b>4,955</b>



**Neville Public Museum Attendance and Admissions  
March 2011**

Attendance												
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Tues	17	1	5	6	3	62		2		96	\$212
2	Wed	19	1	3	13		4	37		200	277	\$106
3	Thurs	13	1	8	11	1			2	123	159	\$106
4	Fri	27	4	13	5	7	71		9	278	414	\$312
5	Sat	89	35	29	3	10					166	\$570
6	Sun	46	21	6	7	3	1		1		85	\$295
7	Mon	14	3	5	5					59	86	\$70
8	Tues	13		8	7	5					33	\$121
9	Wed	45	20	18	16	3		48	3		153	\$285
10	Thurs	39	8	9	9	1	34				100	\$287
11	Fri	5	1	3	4		2				15	\$32
12	Sat	103	29	26	10	9	69		3		249	\$760
13	Sun	78	25	16	9	2	5				135	\$475
14	Mon	26	5	10	6	2	10		3		62	\$165
15	Tues	31	15	11	10	3	27			4	101	\$284
16	Wed	87	28	20	8	3		55		214	415	\$519
17	Thurs	33	12	17	10	11	5		5	139	232	\$211
18	Fri	110	28	17	1	2				9	167	\$634
19	Sat	13	4	4	16	1	65		1	63	167	\$495
20	Sun	14	3	4	16	5			2		44	\$87
21	Mon	27	2	7	7	1	8		2		54	\$157
22	Tues	44	28	26	7	5			1	70	181	\$320
23	Wed	3	5	5	3			15			31	\$30
24	Thurs	41	26	9	10	6	25				117	\$333
25	Fri	73	38	20	14	11	18		2	26	202	\$533
26	Sat	135	49	38	2	6	2		5		237	\$846
27	Sun	83	26	17	6	9	2		2		145	\$376
28	Mon	38	20	15	7	6			4		90	\$128
29	Tues	34	18	16	23		57		2	182	332	\$364
30	Wed	40	17	7	24	6	237	46			377	\$1,648
31	Thurs	45	11	10	9	5	15		2	104	201	\$288
	TOTAL	1,385	484	402	284	126	719	201	51	1,471	5,123	\$11,049
										Mar-10	6,713	\$7,061

Visitors = 5,123  
Outreach = 370  
Grand Total Visitors & Outreach = 5,493

**Neville Public Museum of Brown County  
Attendance 5-Year Span  
(2006-2010)**

4/5/2011

	2006		2007		2008		2009		2010	
	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach	Visitors	Outreach
January	5,342	1,240	4,119	188	3,510	1,022	5,101	0	3,624	56
February	4,561	0	3,635	150	4,053	68	4,258	1,379	6,096	227
March	5,289	1,367	4,673	1,400	6,749	430	5,736	176	6,713	170
April	6,003	245	4,505	0	5,899	24	5,704	165	5,324	0
May	4,066	30	3,935	81	5,078	75	4,368	80	3,627	0
June	8,455	0	3,464	35	5,200	860	6,484	541	5,920	325
July	5,683	19	4,254	60	5,241	2,357	7,156	1,575	8,201	746
August	3,188	1,516	3,786	3,407	3,430	1,008	4,720	1,208	5,157	1,256
September	2,771	60	4,910	25	4,970	65	3,805	279	3,467	366
October	3,547	162	7,222	51	7,222	40	5,005	0	5,017	0
November	4,681	19	5,796	60	5,622	25	5,194	52	4,189	0
December	9,001	30	6,124	0	7,534	0	6,644	0	7,373	0
<b>TOTALS</b>	<b>62,587</b>	<b>4,688</b>	<b>56,423</b>	<b>5,457</b>	<b>64,508</b>	<b>5,974</b>	<b>64,175</b>	<b>5,455</b>	<b>64,708</b>	<b>3,146</b>